4Trans TachoScan 3.10

User Manual

4Trans TachoScan 3.10

User Manual

© 2002 - 2012 INELO Stocerz Sp. J. All rights reserved

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this help file may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this help file, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this help file or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this help file.

The program windows (screenshots) shown within this help file can differ in form and contents from the actual program windows. This can be the case especially when the program version differs from the help file version.

Production:

INELO Stocerz Sp. J.
ul. Modrzewskiego 20
43-300 Bielsko-Biała
POLAND
www.inelo.pl

Table of Contents

1. Welcome 9
2. Installation package 9
3. How to use help 10
4. FAQ 11
5. Latest Updates 11
5.1. Version 3.10 11
5.2. Version 3.9 15
5.3. Version 3.8 19
5.4. Version 3.7 24
5.5. Version 3.6 26
5.6. Version 3.5 28
5.7. Version 3.4 30
5.8. Version 3.3 33
5.9. Version 3.2 37
5.10. Version 3.1 40
5.10.1. Version 3.1.3 40
5.10.2. Version 3.1.1 41
5.11. Version 3.0 41
5.11.1. Version 3.0.3 41
5.11.2. Version 3.0.2 42
5.12. Version 2.8.5 42
6. Installation 42
6.1. Minimum requirements 42
6.2. Program installation 43
6.3. HASP Manager installation 44
6.4. Server installation 45
6.5. Attaching and Detaching the database 48
6.6. Device installation 52
6.6.1. License key 53
6.6.1.1. No licence key is inserted 53
6.6.2. Canon scanner 54
6.6.3. Roller scanner (plustek ps281) 54
6.6.4. TachoReader 55
6.6.5. TachoReader Mobile 56
6.6.6. TachoReader Combo 57
6.7. Database Manager 58
6.7.1. Server 58
6.7.2. Database 59
6.7.3. Backup 59
6.7.4. Data import 60
6.7.5. Databases management 61
6.7.6. About 62

7. First launch 62

7.1. Select program mode 62

7.1.1. Server initiation 67

7.1.1.1. Initialize the database 70

7.2. Logging mode 72

7.3. Activating the program 75

7.4. Configuration of the XP SP-3 firewall 76

7.5. TCP/IP Port for MS SQL Server 78

8. Software update - Updater 79

8.1. Download and Installation 80

8.2. Ordering Warranty 81

9. Administration Panel 81

9.1. Settings 81

9.1.1. Main 81

9.1.1.1. Lists appearance settings 83

9.1.1.2. Menu appearance settings 83

9.1.2. Panel administracyjny 84

9.1.2.1. Automatic updates 84

9.1.2.2. Security 85

9.1.2.3. Customize saving templates 85

9.1.2.4. E-mail 86

9.1.2.5. List of used licences 87

9.1.2.6. Countries 87

9.1.2.7. Support 87

9.1.2.8. Templates 88

9.1.2.9. Paths 90

9.1.2.10. Database backup settings 91

9.1.2.11. Users 94

9.2. User activity 99

10. Engine module 99

10.1. General information 100

10.1.1. Side toolbar 100

10.1.2. Lists toolbar 100

10.1.3. Filtering lists 102

10.1.3.1. Filtering on chosen columns 102

10.1.3.2. Fast filtering 102

10.1.3.3. Advanced filtering 103

10.1.4. Filtering drivers and vehicles in program windows 103

10.1.5. Report preview window 104

10.1.6. Generating reports 106

10.2. Main menu 106

10.2.1. File 106

10.2.1.1. Switch user 106

10.2.1.2. Change password 107

10.2.1.3. Language 108

10.2.1.4. Toolbars 108

10.2.1.5. Close 108

10.2.2. Basic data 109

10.2.2.1. Companies 109

10.2.2.2. City 111

10.2.2.3. Vehicle 112

10.2.2.4. Employees 114

10.2.2.4.1. Basic data ... 115
10.2.2.4.2. Employment ... 115
10.2.2.4.3. Documents ... 116
10.2.2.4.4. Category ... 116
10.2.2.5. Employees groups ... 116
10.2.2.6. Vehicles groups ... 117
10.2.2.7. Libraries ... 118
10.2.2.8. Documents ... 119
10.2.2.9. Holidays and free days ... 119
10.2.2.10. Agenda ... 120
10.2.2.11. Routes ... 121
10.2.2.12. Settings ... 122
10.2.2.12.1. Main ... 122
10.2.2.12.1.1. Filter settings ... 123
10.2.2.12.1.2. Appearance settings ... 124
10.2.2.12.1.3. Lists appearance settings ... 125
10.2.2.12.1.4. Menu appearance settings ... 126
10.2.2.12.1.5. Reports settings ... 126
10.2.2.12.2. Paths ... 127
10.2.2.12.3. Support ... 127
10.2.2.12.4. Agenda ... 128
10.2.2.12.5. List of used licences ... 129
10.2.2.12.6. Administration panel ... 129
10.2.2.13. Paper clip ... 129
10.2.2.14. User activity ... 130
10.2.3. Window ... 130
10.2.4. Help ... 130
11. TachoScan Module 133
11.1. Main menu ... 133
11.1.1. Basic data ... 133
11.1.1.1. Settings ... 133
11.1.1.1.1. TachoScan ... 133
11.1.1.1.1.1. Analog ... 134
11.1.1.1.1.2. Default ... 135
11.1.1.1.1.3. Delete old data ... 136
11.1.1.1.1.4. Digital ... 136
11.1.1.1.1.5. Infringements - Analysis ... 138
11.1.1.1.1.6. Infringements - Tolerance ... 140
11.1.1.1.1.7. Miscellaneous ... 142
11.1.2. TachoScan ... 143
11.1.2.1. Scan ... 143
11.1.2.1.1. Flatbed scanner ... 143
11.1.2.1.2. Roller scanner (plustek ps281) ... 144
11.1.2.2. Open ... 145
11.1.2.3. Read driver card ... 146
11.1.2.4. Read digital tachograph ... 148
11.1.2.5. From external device ... 149
11.1.2.5.1. TachoReader Mobile ... 149
11.1.2.5.1.1. Downloading and cleaning of readings ... 149
11.1.2.5.1.2. Device configuration ... 151
11.1.2.5.1.3. Recommended stages of working with the key ... 153
11.1.2.5.1.1. Configuration ... 153
11.1.2.5.1.2. Download procedure ... 154
11.1.2.5.1.3. Transferring data files to PC ... 155
11.1.2.5.1.4. Error codes ... 156
11.1.2.5.2. TachoReader Combo ... 157
11.1.2.5.2.1. Downloading and cleaning of readings ... 157
11.1.2.5.2.2. Device configuration ... 157

11.1.2.5.2.3. Recommended stages of working with the device ... 157
11.1.2.5.2.1. Configuration ... 157
11.1.2.5.2.2. Download procedure ... 159
11.1.2.5.2.1. From a driver card ... 159
11.1.2.5.2.2. From a tachograph ... 160
11.1.2.5.2.3. Transferring data files to PC ... 161
11.1.2.5.2.4. Error codes ... 161
11.1.2.5.2.1. Downloading from a tachograph ... 161
11.1.2.5.2.2. Downloading from a driver's card ... 162
11.1.2.5.3. Other devices ... 163
11.1.2.5.4. External folder ... 164
11.1.2.5.4.1. Retrieve readings ... 164
11.1.2.5.4.2. Delete readings ... 166
11.1.2.6. List of discs/days from card ... 166
11.1.2.7. List of days from tachograph ... 168
11.1.2.8. Add disc manually ... 168
11.1.2.9. Import of data from digital tachograph to the card ... 170
11.1.2.10. Add leave ... 171
11.1.2.11. List of attestations ... 175
11.1.2.12. Weekly chart ... 176
11.1.2.13. Monthly chart ... 180
11.1.2.14. Default settings ... 181
11.1.2.15. Digital files export ... 182
11.1.3. Reports ... 183
11.1.3.1. TachoScan ... 183
11.1.3.1.1. Drivers activities in detail ... 183
11.1.3.1.2. Activitied from digital tachograph ... 184
11.1.3.1.3. Driver's activities ... 185
11.1.3.1.4. Statement of drivers' activities ... 186
11.1.3.1.5. Detailed statement of driving and working time ... 187
11.1.3.1.6. Total driver's activities ... 188
11.1.3.1.7. Drivers activities in crews ... 189
11.1.3.1.8. Vehicles and drivers control ... 190
11.1.3.1.8.1. Vehicles or drivers control ... 190
11.1.3.1.8.2. Vehicles or drivers detailed control ... 192
11.1.3.1.8.3. Vehicles driving time by disc dates - detailed ... 194
11.1.3.1.8.4. Vehicles driving time by disc dates - summary ... 195
11.1.3.1.8.5. Vehicles driving time by disc dates - summary (driving time including breakes) ... 196
11.1.3.1.8.6. Vehicles driving time by real dates ... 197
11.1.3.1.9. Weekly control of driver's working and resting time ... 197
11.1.3.1.10. Driver offences ... 199
11.1.3.1.11. Drivers' offences in general ... 204
11.1.3.1.12. Drivers attestations summary ... 205
11.1.3.1.13. Comparison of discs ... 205
11.1.3.1.14. Disc continuity ... 207
11.1.3.1.15. Routes comparison ... 208
11.1.3.1.16. Routes statement ... 209
11.1.3.1.17. Working hours after the last driving ... 210
11.1.3.1.18. Download and validity deadlines ... 211
11.1.3.1.19. Data continuity calendar ... 211
11.1.3.1.20. Events and faults ... 213
11.1.3.1.21. Statement disc faults ... 214
11.1.3.1.22. Overspeedings according to digital tachograph ... 215
11.1.3.1.23. Drivers availability ... 215
11.1.3.1.24. Locations report ... 217
11.1.3.1.25. Users activity ... 217
11.2. Disk analysis window ... 217
11.2.1. Tab – Read preview ... 218
11.2.2. Tab - Basic data ... 220

11.2.2.1. Keyborad shortcuts ... 224
11.2.3. Tab - Routes ... 225
11.2.4. Tab – working time control ... 226
11.2.5. List of events ... 226
11.2.6. List of routes ... 227
11.2.7. Printing activities ... 227
11.2.8. Image of a scanned disk ... 228
11.2.9. Change of the start hour ... 229
11.2.10. Change of 12 hour ... 231
11.2.11. Change of the disk's centre ... 233
11.3. Driver's card analysis window ... 234
11.3.1. Preview and data edition ... 234
11.3.1.1. Daily visualization ... 234
11.3.1.2. Team visualization ... 241
11.3.1.3. Visualization with a tachograph ... 241
11.3.2. Tab No 1 ... 243
11.3.3. Tab No 2 ... 244
11.3.4. Tab No 3 ... 245
11.3.5. Tab No 4 ... 247
11.3.6. Tab No 5 ... 247
11.3.7. Certificates ... 248
11.3.8. Print activities ... 250
11.3.9. Print pictograms ... 251
11.4. Analysis window for a digital tachograph ... 256
11.4.1. General information and technical data ... 256
11.4.2. Activities with a specified date ... 256
11.4.2.1. Marking ... 257
11.4.2.2. Driver (slot 1) ... 259
11.4.2.3. Co-driver (slot 2) ... 260
11.4.3. Events and failures ... 260
11.4.4. Activities, events and failures in the table ... 261
11.4.5. Card insertion and withdrawals ... 262
11.4.6. Company locks and last download ... 263
11.4.7. Speed chart ... 263
11.5. Interpretation of particular cases ... 265
11.5.1. A day with two daily rests ... 265
11.5.2. Weekly rest and compensation ... 267
12. Supplementary information 268
12.1. TachoScan Module ... 268
12.1.1. Report as per disk's dates ... 268
12.1.2. Report as per disk's dates - analytical ... 268
12.1.3. Report as per disk's dates - summary ... 268
12.1.4. Report as per disk's dates with breaks included ... 268
12.1.5. Report as per actual dates ... 269
12.1.6. Team drive ... 269
12.1.7. Change of size for graphic visualization window ... 269
12.1.8. UTC time ... 270
12.1.9. Downloaded data from driver card and tachograph ... 270
12.1.9.1. "Save a new driver" window ... 270
12.1.9.2. "Save a new vehicle" window ... 271
13. Additional information 272
13.1. About INELO ... 272
13.2. Support and service ... 272
13.3. Useful links ... 273
13.4. Copying the program ... 273

13.5. Keyboard shortcuts....273
13.6. Dictionary....274

1. Welcome

Version: 3.10

We are pleased to introduce to you the TachoScan Module which is intended to facilitate the work of transport-related companies thus making it precise and allowing for fast record analysis from analog and digital tachographs. It makes up for employer's needs related to the Act on drivers' working hours (controlling and recording) that has come into effect and, from the 11th of April, Decree (WE) No 561/2006.

The program has a vast array of options: it is clear, simple to operate, allows to customize it to user's individual needs.

Bearing in mind our clients' satisfaction we are constantly working on its improving and implementing additional innovative modules thus making our product a competitive one.

When improving the product we have taken into account valuable suggestions made by our Clients.

Owing to cooperation with Motor Transport Institute the reading and data analysis from driver's card and digital tachographs were brought to perfection. As a confirmation we can proud ourselves on winning the tender for software to analyze data from digital tachographs for the Institute of Road Transport Inspection.

TachoScan module makes it possible to control the driver's working hours, generate summary and comparative reports. It is also possible to archive data taken from charts, driver's cards, digital tachographs, driver's data, vehicles and companies. The program allows to service many companies in the database that can be rendered available in a local network, which makes it possible to work with just one database on many computer stations.

Contact details to 4Trans TachoScan producer 272

Contact details to 4Trans TachoScan help and service 272

Useful links 273

FAQ 11

If you do not know how to search this help file, click here 10.
To see the help file, click the module name in the tree on the left.

2. Installation package

A **standard** installation package includes:

- Installation CD,
- Operation manual,
- Certificate (license),
- License key,

The installation kit can extended with:

- Canon scanner 54 or roller scanner Plustek 54 - that enables to scan tacho discs,
- TachoReader 55 - that enables efficient data downloading from driver's cards,
- TachoReader Mobile 56 - the device for data downloading from digital tachographs,
- TachoReader Combo 57 - the device for data downloading from digital tachographs as well

as from driver's cards.

4Trans TachoScan, depending on the order, is sold along with different installation packages.

3. How to use help

In order to make it easier to take advantage of the help section, it has been divided into categories related to main elements of 4Trans TachoScan system. This way one can easily and quickly get to information pertaining to a given topic, without having to look through the entire file. There is a dictionary 274 of phrases used in the program and this help section at the end of the topic list.

1. Markers adopted in help:
   - **Blue** color is reserved for references to windows with yet more detailed information on a given topic.

This table is for warnings and notices that the user should read in order to avoid undesired problems and/or data losses

This table is used to mark practical hints making the program operation easier.

This table is intended to help understand the functioning of 4Trans TachoScan program. It contains examples of calculations, on how to use some specific options and to settle an employee.

2. Some of the topics are grouped by subjects.

   To "**expand**" subject you should click at subject name Or at symbol: " ". Double clicking on the same place will "**collapse**" the expanded text.

Click here to expand or shrink the additional information.

You will find here the additional information and answers.

Double clicking on symbol " " (Or on the next text) will collapse this information.

3. In order to find information on a given issue, you can:
   select the middle tab named "**Search**" and type words characteristic for the subject (so-called key-words), then press

. This will cause that a list of all subject-related topics including the searched name is displayed.

*The program basically finds accurate names – i.e. typing only 'a' letter will cause that only topics with separate standing 'a' letter will be displayed. To find topics with similar words instead of exact ones, you need to use the * sign (asterisk). With this, the program will also display approximate hits.*

Example: A search for **driv*** yields topics with words driver-, drivers-, driving- and so on.

or:

find the searched word by clicking one of the main categories in the tree on the left and then the suitable sub-category directing to this element.

The option is meant for more experienced users who are already acquainted with basic program structure.

Searching the currently opened Help page:

In order to find a specific information on a long Help page, activate the text search option by clicking the button combination 273 . If the search window does not appear, use the mouse left button to click inside the window containing text and then try to use the button combination once again .

4. FAQ

How to uninstall 4Trans TachoScan program Server?

For uninstalling of program server please contact Customer Support 272 of producer.

During program start-up the "License Key Error" message appears on the workstation. The hardware key is plugged into the server.

Unfortunately, plugging the key into the computer is not enough to ensure problem-free work. To rectify the error it is necessary to:

- properly install the HASP license manager - (refer to: HASP Manager installation 44).
- properly set the options of the key (refer to "Logging mode -> Advanced logging 72").
- properly configure the server firewall if it is switched on (refer to: Configuration of the XP SP-3 firewall 76).

How to activate the program?

Program activation method is comprehensively described in the "Activating the program 75" topic.

5. Latest Updates

5.1. Version 3.10

Changes implemented in this version of 4Trans TachoScan program:

Engine module

- in the lists with the export feature, data shown in the list are exported (depending on filter settings), not all the data from the database;

print preview of the main lists in the software

- the number of visible columns was increased from 15 to 25;
- the page in print preview is expanded as the number and width of the visible columns increase - in print, columns will be transferred to next pages;

- in the login window 72 option: "**Use broadcast**" was removed (options appear when you expand the window) - the option was combined with the "**Use specific address**" option - if "**Use specific address**" option is selected, "**Use broadcast**" option is unselected, and vice versa;

list of cities: merging cities with the same name, adding postal codes

- merge mechanism for cities 111 with the same name was added - icon: ;
- in the add/edit cities window:
  - the method of introducing additional postal codes was changed;
  - setting the default postal code feature was added.

View attached files

- in the: companies 109, vehicles 112 and drivers 114 list:
  - column "**Attached files**" displaying "**Yes**" or "**No**" was added;
  - in the drop-down menu, "**View attached files**" command was added, which opens window/list of files you can open or copy to the desired location,
  - in "Attached files" window, icon was added - allows to copy the selected file to any directory;

program settings window

- in: "Main 122" tab, option: "**Restore previously opened forms at the start of the application**" was added;
- in: "Main -> Reports settings 126" tab, option: "**Show company name in the report header**" was added;
- in: "Agenda 128" tab, option: "**Automatically check the option "Add to agenda" for new entries**" was added;
- in: "Main -> Appearance settings 124" tab, option: "**Colors of forms**" was added;

- for all lists with filter: "**Range of dates**" the following new elements were added: "**Next 2 days**", "**Next 7 days**" and "**Next 14 days**" - the range of days include the current day;
- the user activity record 130 was supplemented with the information about the changes made in the program settings;
- in add/edit company 109 window, **[Check Tax ID in the VIES database]** button was added, which allows to check the correctness and validity of contractor's NIP number (VAT number on VIES website) and make sure that the entity with the specified NIP number actually exists;
- in the agenda 120 item editing window, **[Show the details]** button was added, used to open the editing window linked to a schedule register;
- for all the major lists, a progress bar was added when removing items from the list;
- in all lists, search engine mechanism available in the drop-down menu was removed ([Find], [Find Next]);

TachoScan module

record sheet editing window

- in "Basic data 220" tab:
  - a toolbar for quick adding/replacing events was added;
  - the possibility to add/change the sequence of events was added: "**No data**" (command available in the drop-down menu - right-click on any event on the record sheet)
  - for frame: "**Rest marked on the disc reverse**" checking simultaneously both options: "**at the beginning**" and "**at the end**" was enabled;
  - in the drop-down menu, "**Reanalyze record sheet**" command was added to enable repeated automatic analysis of the record sheet by the program;

- in the drop-down menu, "**Remove the ending time**" command was added;
- in the drop-down menu, the command "**Refresh km points**" was changed into "**Refresh km points for the selected driving activity**";
- - Monthly chart 180 button was added;
- in the bottom of the window, information about the user and the date of creation and modification of the record sheet was added;

editing window for days from the driver card

- size of the visualization window for activities charts is automatically adjusted to displayed/hidden charts in a group or the tachograph charts;
- marking (double black line) of group activities on a daily chart from the driver card was added;
- - Monthly chart 180 button was added;

- in the digital tachograph data window, in "Events and faults 260" tab, a mechanism is added whereby double-clicking on the selected event/failure sends you to "Activities on a specific day 256" tab and opens from the card the day in which the event/failure occurred;
- in the "List of discs/days from card 166" in the drop-down menu "**Weekly chart**" and "**Monthly chart**" commands were added;

file name of the data read from the driver card and tachograph

- retrieving data using the program: data file name will be generated from the computer system date (or the date of the last action from the driver card/tachograph if the system date is earlier);

digital readouts summary window

- in "**Basic data**" tab, information about the date of reading the data and information about the number of days that have passed since the last reading was added:
  - retrieving data using the program (reader, Tacho-USB cable) - the reading date is: computer system date (or the date of the last action from the driver card/tachograph if the system date is earlier);
  - retrieving data from the file - the readout date: date from the file name (or the date of the last activity from the driver card/tachograph if the date of the file is earlier);

report: "Download and validity deadlines" - digital tachographs

- recording the date of the last reading - tachographs:
  - extracting the data directly from the tachograph: the current time;
  - downloading from other devices or from a file: time saved in the file name and time of the last operation (whichever is later);
- date of the last tachograph reading includes the actual readout date and not the date of the last recorded activity;

infringement: "Incomplete activities (attestation required)"

The infringement was been divided into two types:

- infringement of the missing data in one day: driver/company: "**Incomplete activities (attestation required)**";
- infringements for full days of missing data or stops without certificate: driver/company: "**Record sheet, digital data or attestation not produced**";

program settings window

- in "TachoScan -> Analog 134" tab, for "**Alert if km distinction greater than**" option, the ability to set the value of the difference in percentage was added;
- in "TachoScan -> Miscellaneous 142" tab, the name and the principle of operation of the "**Close digital readings windows after saving data from the file**" option was changed into "**Close digital readings after saving the data if more than 5 files were opened**";

window to add attestations of not driving

- window was expanded and its appearance changed;
- a mechanism for group (for more drivers) searching and adding the attestations of no driving was added;
- the function of adding the attestation on the days with the record sheets/data from the driver card was added;
- the function of filtering the drivers with missing periods in the drivers list was added;
- in the report preview: "**List of periods without attestation**" ([Print] button), "**Type**" column was added and the grouping of periods by the driver was changed;

"Driver offences" report

- - Monthly chart 180 button was added;
- in the report print preview, in which the filter was used, infringements filtered in the same way are visible and the following information is displayed: "**Report data is filtered**";

- in the "Import of data from digital tachograph to the card 170" window, option "**Import all activities from specific vehicle**" was added;

user activity register

Program settings changes were added to the user activity register, except for:

- COM port, reading speed, COM port DBOX (TachoScan -> Digital 136);
- settings groups: "**Scanner**" and "**Brightness**" (TachoScan 133);

- in TachoScan menu and toolbar the following commands were added: "Weekly chart 176" and "Monthly chart 180";
- in the report preparation window: "User activity 217" the possibility of selecting user/users and the option: "**Show detailed data for each day**" were added;
- on the printout of pictograms generated from the program, identification of ferries and "**OUT** "-type events was added;

weekly chart

- in the daily driving period, the time of day (from the start of work to beginning of the 7- or 9-hour rest period, depending on the settings) was added;
- the colour of certain activities was changed - a detailed description can be found in the weekly chart legend;
- marking for activities in a group was added;
- visualization of the 24-/30-hour period was added;
- visualization of the daily rest period beyond the 24/30-hour period was added;
- visualization of daily and weekly rest periods, where there is an infringement, was added;

- "Monthly chart 180" button was added;
- visualization of modified or added stop/rest event was added - the event is marked with a gray background and a symbol of a pencil;
- description of weekly rest period was changed: if weekly rest period includes daily rest, the daily rest marking shows only the duration of daily rest, while the weekly rest marking shows the whole duration of the weekly rest period (including the daily rest);

- the possibility of saving "Data continuity calendar 211" into the: "**Excell (csv)**", "**html**" and "**xml**" files was removed;

5.2. Version 3.9

Changes implemented in this version of 4Trans TachoScan program:

Engine module

- **(3.9.3 patch 1)** "**Active account**" option added in add/edit account window, in "**Accountancy**" tab of add/edit company window 109;
- **(3.9.3 patch 1)** the following icons added in reports printing preparation windows 106: - allows saving the report to a file (PDF, CSV, HTML, XML, RTF) and - allows e-mailing the file in the selected format;

possibility of enabling the administrator settings for the user added

- changes in the administrator panel ("administrator" account) in the settings window:
  - "Administration panel 84" group created for the following tabs: "Automatic updates 84"," Security 85", "Customize saving templates 85", "E-mail 86", "List of used licences 87", " Countries 87", "Service 87", "Templates 88", "Paths 90", "Database backup settings 91", " Users 94";
  - A group for: "Lists appearance settings 83" and "Menu appearance settings 83" tabs created out of "Main 81" tab;
  - Permissions for each tab of the administration panel added to the list of permissions (see: Templates 88);

If you want to add the administration panel rights to a user:

1. *Create a new template with any name.*
2. *In the permissions editing window, depending on your needs, set the permissions for each administration panel tab **[Save and close]**.*
3. *Select the user/users, for whom you created the permissions template **[Save and close]**.*

- In 4Trans TachoScan settings window: "Administration panel 129", tab added, in which, depending on user permissions, selected administration panel tabs are displayed;

In the history of user activity, the software records the operations of adding/deleting user, renumbering and changing the directory paths.

- information added in the message window that the database size will soon be exceeded if the size of the database file exceeds 90% of the size limit;
- a new tab added in the program settings window: "List of used licences 129";

changes concerning the list of the cities

- the list of the cities is downloaded to the database automatically during the first start-up on the basis of a selected language;
  - city import deleted from the "Initialize the database 70" window;
- a city hiding option added:
  - a column added in the list of the city 111: "**Visible**";
  - an option added in the list of the cities pull-down menu: "**Alter data for selected items -> Visible**";
  - an option added in the city add/edit window for checking/unchecking: "**Visible**";

- the facility of copying program message contents added – in an appropriate message window, select the keys: **[CTRL]** + **[C]**;

the appearance changed and functionality improved of the program settings window

- options added:
  - in the tab: "Filter settings 123": "**During saving the record save the relation default driver/default vehicle (applies to commission, driver card, document, damage, accident and equipment window)**";
  - in the tab: "Appearance settings 124": "**Hide map in the route edit form**";

changes in the administration panel

- in the program settings window:
  - in the tab: "Main 81"an option added: "**Default undertaking in the attestation of activities**";

changes in the program toolbars

- a side toolbar hiding mechanism added.
  - in the program settings window: "Menu appearance settings 126" an option added: "**Show side bar**";
  - "Customize my shortcuts 100" window (click RMB in the side toolbar and select the option from the drop-down menu: "Customize my shortcuts") split into groups;
  - menu filter in the lower part of the side toolbar deleted;
- the top toolbar divided into tabs:
  - a command: "File -> Toolbars 108" added in the menu: "**Customize my shortcuts**";
  - a tab: "**My shortcuts**" added – it appears after adding any tool using the aforementioned command;
  - a command added in the drop-down menu within the top toolbar: "**Position -> top, right, left**";

- Tax Identification Number fields merged into a single field including two segments: prefix (PL, AT, ...) and a text field;

the facility of copying summary in selected lists

The facility added for copying summary values in the lists with summary. To do this, click RMB in the list summary value field (bold value at the bottom of the list) and select: "**Copy to clipboard**".

- the program launch process shortened by approx. 40%;
- the 2012 list of public holidays updated for all countries;

the route section adding mechanism hidden

- a command: "**Passages**" deleted from the menu "Basic data 109";
- a section adding button deleted from the route add/edit window 121;

The route sections input beforehand in the program will be retained;

changes in the company add/edit window

- an option "**mailing**" added to the field: "**Kind of address**" in the tab: "**Contacts**", in the address add/edit window;
- a new company status type: "**inactive client**" added in the tab: "**General data**";

- a message about no access to the tacho image file added to the list of possible program notification messages;
- the text: "**Record count: (all)**" placed at the bottom of all the lists changed into "**Record count: (selected) / (all)**" – if the number of options checked in the list is more than 1;
- a progress bar together with a respective message added in the update window of the program **version 3.8**;
- the appearance of markers changed in the route adding window and their numbering added;

TachoScan module

- **(3.9.3 patch 1)** possibility of saving data in the software from the test driver cards (also for the data read from a file) - if the program detects data from the test equipment, appropriate information is displayed in the read summary window;

saving "Ferry/train" and "OUT" type activities to the database

- "**Ferry/train**" and "**OUT**" type activities are correctly saved to the database - if these events are removed or edited, choose "**Undo all**" (drop-down menu) to restore them,
- these steps are properly displayed on the daily charts and in the driver card and tachograph data windows;

(3.9.3 patch 1) changes in the data continuity calendar:

- visualization of the days of employment beginning and termination added;
- visualization of the days outside the period of employment added;
- cell selection color modified;
- general appearance of the calendar modified;
- marking holidays (like Sundays) in red added;
- new markings added to the description in the legend;

- **(3.9.3 patch 1)** in the violations report generation window: "Driver offences 199" "**show annotations from discs in infringements and weekly analysis printout**" option added;
- **(3.9.3 patch 1)** in the "Printing activities 227" preview for record sheets checked for AETR ("AETR" option in infringements generation window), or record sheets of infringements occurring prior to 9 April 2007, descriptions of the explanations are displayed correctly according to AETR;

(3.9.3) "Lack of required activities data" violation restored

- In the record sheet edit window and in the driver card day edit window, "**Lack of required activities data**" infringement was restored in the errors list;
- In the: "Statement of disc faults 214" report printing preparation window, "**Lack of**

required activities data" infringement was added to the list of error types;
- On the: "Drivers offences 199" report infringements list, **"Incomplete activities (attestation required)**" infringement was restored;

- **(3.9.3)** identification of reading date from the file name added for TachoReader Combo device - if the data of a driver who did not drive the vehicle is read regularly, the reports do not indicate a lack of driver card reading;
- **(3.9.3)** ability to save the speed and acceleration charts to "**png**" and "**jpg**" files (the chart is available in the digital tachograph data visualization window);
- a button: **[Delete km points]** to enable deleting all the points defining km chart vertices, added in the disc ad/edit window, in the first tab: "Read preview 218";

changes in the program settings window

- an option: "**Require compensation of reduced weekly rests necessary to meet the requirement of the following weekly rest within six 24-h periods**" added in the tab: TachoScan -> Infringements - Analysis 138";
- options listed in the tab: "**TachoScan -> Basic**" moved to the tab: "TachoScan 133" - the tab "**Basic**" has been deleted.

- Filter: "**Active company only**" in the list of attestation 175 refers to the company that employs a driver and not the company a certificate has been issued for;
- an option: "**Rest marked on the disc reverse**" added in the tacho disc analysis window, in the tab: "Basic data 220";

new types of offences added

- offence: "**Lack of proper indication of country at the beginning or end of daily driving**":
  - an option: "**ignore lack of country at the beginning or end of daily driving**" added in the offence report generation window: "Driver offences 199";
- offence: "**Incomplete activities (attestation required)**":
  - an offence is generated per each calendar day with the periods of missing data, at which there is no certificate issued of not driving the vehicle;
  - an option: "**show incomplete activities infringements**" added in the offence report generation window: "Driver offences 199";

- an option: "**add at stopovers and card withdrawn only**" added in the daily chart from the digital driver card 234, in the event adding window;
- an exclamation mark added for the event of driving without the card in the tachograph activity view, in the chart of activities during the day 256;
- a report "Locations report 217" added;

changes in offence sorting and display

In the offence report generation window: "Driver offences 199":
- the list of offences will display the offences (occurring in the period "from - to"), which " **Date to**" is included within the filtered period;
- the period of occurrence of the offence consisting in failure to compensate for the shortened weekly rest period changed to:
  - **Data od** – the beginning of the shortened weekly rest period;
  - **Date from** – the end of the period that should be compensated for;

changes in the weekly chart

Selection fields added:

- "**Drivers**", "**Period from**", "**Period till**", pushbutton: - to display the chart for any driver for any period of time;

5.3. Version 3.8

Changes implemented in this version of 4Trans TachoScan program:

Engine module

- **(3.8.3)** if the list filter is turned on in the toolbar, the toolbar will always appear in the drop-down menu when re-opening such a list ( );
- **(3.8.3)** in the boxes where the company is selected when typing its name (search, narrowing down the selection), the programme will not take into account whether the typed letters are capitalized or not;
- menu name changed: "**Driver**" to "**Employees**";

changes in the administration panel

- in the program settings window:
  - in the user add/edit window in the "Advanced 94" tab, an option was added: "**generate unique abbreviations of companies names**";
- in the "User activity 130" list, the "**Program version**" column was added, containing information about the version number of the program, in which the event occurred;
- in the list toolbar 100 buttons and were added, allowing for expanding/collapsing selected (seldom used) toolbar icons;
- program startup was accelerated;
- error in sorting the columns in the lists with auto-numbering was corrected;

mechanism for managing the schedule from selected windows was added

- the mechanism was added to the following windows:
  - driver employment add/edit window 115 (employment termination date);
  - document add/edit window 119 (document expiry date);
- in the program settings window, in the "Agenda 128" tab, the option "**For new entries automatically check the option "Add deadline..."**";

messages after starting up the program

- information such as "**backup completed**" or "**update messages**", etc. will be displayed after the full startup of the program;
- messages will be "**collected**" in a single window;
- message about the possible lack of disk space for server logs was added;

changes in company add/edit window

- in the "**General data 1**" tab, the option to assign several types of companies to a single contractor was added;

- in the lists with the "**Country**" column, country's flag was added next to its name;

program's graphic design was changed

- additional elements that have changed:
  - in the list toolbar, the appearance of the remove icon was changed ( );
  - the appearance of the small add icon in the program windows and drop-down list menu was changed ( );
  - in the drop-down list menu, an item was added: "Refresh "

TachoScan module

(3.8.3) changes in the window for adding an activity certificate

- in the table for searching for periods without records, a selection box for months was added, and the button: **[Print]**;
- in the "**Options of searching for periods requiring attestation**" window ([Options] button) a new type of activity searched for was added;

- **(3.8.3)** in the report printout window: "Statement of drivers' activities 186", the option: "**Print drivers on separate pages**" was added;
- **(3.8.3)** in the tachograph chart and driver card preview window, the display of symbols on the pictograms print preview and the activities print preview was corrected;
- **(3.8.3)** analysis of infringements in accordance with GITD guidelines was added in the Polish version;

(3.8.2) changes associated with the introduction of periodic training of drivers

- in the employee add/edit window:
  - tab added: "Category 116";
  - in the: "Basic data 115" tab, a new type of training was added: "**Periodic training of the driver**";
- in the program settings window, in the: "Miscellaneous 142" tab, the option: "**Show information about not entered driving license categories**";
  - after each digital data download, the programme will check whether the driver has filled in the information about the driving license categories held. The driving license category window will be displayed for every driver who does not have this information filled in;
- report "Deadlines of the periodic training of drivers" is generated based on the data entered in the employee add/edit window (driving license number, date of issuing the driving category, etc.)

presentation of the most serious offenses / Regulation 1071/2009, Annex IV

In the window for the "Driver offences 199" analysis report, the most serious offenses in accordance with "**Regulation 1071/2009, Annex IV**" are shown in red, bold text:

- in the bottom of the window, a button was added:

which allows for displaying only the most serious offenses on the list.

Regulation 1071/2009, Annex IV

Most serious infringements for the purposes of Article 6(2)(a)

1.

a) Exceeding the maximum 6-day or fortnightly driving time limits by margins of 25% or more.

b) Exceeding, during a daily working period, the maximum daily driving time limit by a margin of 50% or more without taking a break or without an uninterrupted rest period of at least 4,5 hours.

analysis of the daily rest periods on a ferry was modified

- a split regular daily rest has been included in the analysis;
- it is permitted to split one or both parts of the rest period twice during the entire split regular rest period. Possible combinations of splitting a split regular daily rest:
  - splitting the first, at least 3 hour long part of the rest period, twice;
  - splitting the second, at least 9 hour long part of the rest period, twice;
  - splitting the first, at least 3 hour long part of the rest period, once, and the second, at least 9 hour long part of the rest period, once;

changes in the program settings window:

- in the: "Miscellaneous 142" tab, the option:
  - Show warning when saving the overlappping attestations;
- tab name changed name: "**Analysis**" to "Analog 134";
  - option added: "**Set the disc's starting time after the longest rest**";
- from the tab: "**Tolerance**" new tabs are created: "Infringements - Tolerance 140" and " Infringiments - Analysis 138";
- in the: "Infringements - Tolerance 140" tab, an option was added:
  - Ignore activities other than driving during analysis of multi-manning;
  - When verifying multi-manning ignore events below [...];
  - Require presence of another driver within an hour since;
- in the: "Infringements - Analysis 138" tab, the following was changed:
  - option added: "**Accept as a daily rest period the rest lasting at least**";
  - option added: "**Split daily driving time at the end of the week**";
  - option: "**Allow weekly rest periods after up to 12 days (art. 29 reg. 1073/2009) minimum rest period in case of the exception [...]**" transferred to the report print preparation window: "Weekly control of driver's working and resting time 197", "Driver offences 199" and "Drivers' offences in general 204";
  - option: "**Require all reduced weekly rests to be compensated**" is marked by default - this change can cause an increase in the frequency of offenses;
  - option added: "**Do not force weekly rest in each week (561 only)**" - option moved from another window;
  - option added: "**Treat driving OUT activities as"other work"**" - option moved from another window.
- option moved: "**Time zone**" from the :"Digital 136" to "Basic 133" tab;

changes in the preview of days from the digital tachograph:

- option to print the: "Events and failures 260" tab added;
- tab added: "Card insertion and withdrawals 262";
- tab added: "Company locks and last download 263";
- in tjhe: "General information and technical data 256" tab, information added about:
  - Sensor serial number;

- Sensor first pairing date <- if this date is different from the date of the first activation of the vehicle, it will be displayed in red;
- Sensor approval number;
- workshop card number;

- in the "Activities with a specified date 256" tab, the work of the "**current vehicle only**" option improved;

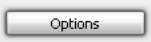
changes in the preview of days from the driver card

- the following symbols are displayed on the daily chart:
  - insert/remove the driver card with the start/end of locating;
  - only inserting/removing the card without locating (data displayed based on tachograph records);
  - only the start/end of locating (manual entry);
- changes in the window for the preparation of the location report:
  - by default, the program selects the driver for whom the day is open from the driver card;
  - default report period is set to four weeks back and 4 weeks forward on the basis of the date of an open day from the driver card;

  ((the report is available in the second tab of the driver card analysis window 244)
- the button (graph of the driver in a crew), the was added, allowing for selecting a driver from among several drivers driving in the given day in a crew;
- the appearance of the readout summary window and the driver card data display window, displayed after downloading data from the driver card, intermediary devices or from a file, was changed;
- in the location report preview window, a column: "**Vehicle**" was added;
- for the days marked as "**No data**", the: **[Add a day]** button has been added, allowing for inserting an :"empty" day;
  - after deselecting the "**editing blocked**" option, it is possible to add/edit events in the given day without the need to use the "TachoScan -> Add disc manually 168" function;
  - day is inserted from 00:00 to 00:00 on the following day according to UTC time;

- mechanism for generating the names of reports as they are saved to a file was improved;
- in the print preview of: "Vehicles or drivers control 190" and "Vehicles or drivers detailed control 192" reports, tolerances from the settings in marking items red were taken into account;
- in the Data continuity calendar 211 window, in the drop-down menu, new commands "**Open data**" and "**Open all data**" were added;

changes in the window for adding an Attestation of activities

- the 

button was added in the window for searching periods without entries, opening a window with the following search filters:
  - "**no data**" from [...];
  - "**stopover, manual entry**" from [...];
  - "**stopover**" from [...];

changes in the window for preparing the "Weekly control of driver's working and resting time" report

- options removed (moved to the program settings window "Infringements - Analysis 138"):

  - Do not force weekly rest in each week (561 only);
  - Treat driving OUT activities as "**other work**";
- option added:
  - show week details;
  - tariff;

changes in the window for preparing the "Drivers' offences in general" report

- a list of driver groups added;
- options removed (moved to the program settings window "Infringements - Analysis 138"):
  - Do not force weekly rest in each week (561 only);
  - Treat driving OUT activities as "**other work**";
- option added:
  - tariff;

changes in the "generation of offenses" window for the "Driver offences" report

- options: "**display the amount of penalty**" and "**add errors from charts**" included in the top part of the window moved to the additional options part;
- options removed (moved to the program settings window "Infringements - Analysis 138"):
  - Do not force weekly rest in each week (561 only);
  - Treat driving OUT activities as "**other work**";
- option added:
  - show list of infringements in weekly analysis printout;
  - show weekly chart in weekly analysis printout;
  - show weeks details in weekly analysis printout;

changes in digital reading summaries

- in the window confirming the reading of data, the name of the option "**Show digital readings summary window**" was changed to "**Show driver card or digital tachograph data before saving**";
- reading summary window will be displayed after completing all the readings;
- the appearance of the readout summary window and the driver card/ tachograph data display window, displayed after downloading data from the driver card/tachograph, intermediary devices or from a file, was changed;
  - a tab containing the list of the readings made for the given vehicle/driver was added;
- if there are incorrect certificates in a given reading, and the file is not saved, the file will be marked red in the reading list, with the note: "**(!)**";
- if file saving was cancelled by the user, appropriate information will be displayed in the summary tab;

- drivers who drive correctly will also be displayed in the offense reports with the note: "**no approved offences**";

changes in the "Read digital tachograph" window

- position "**90**" added to the "Range of dates -> last [] days 148" option;
- the number of days collected from the remaining ranges of dates was approved;
- the "**since last download**" option was added to the range of dates;

5.4. Version 3.7

Changes implemented in this version of 4Trans TachoScan program:

Engine module

changes in administration panel:

- in the program settings window:
  - "E-mail 86" item has been added on, used to set e-mail reminder sending to the users being responsible for task performance on the grounds of "**Agenda**" records;
  - in "Users 94" item of user edition window in "**Advanced**" bookmark of drop down menu "**Select all**" and "**Unselect all**" options have been added on;

changes in error reporting

For the purpose of improving error reporting there has been added on a mechanism for generating screen dumps from the last three operations (by mouse clicking or pressing any keyboard key), which will be sent on together with the error report to the software producer service.

Data protection

Screen dumps are generated exclusively from the 4Trans TachoScan program.

*In case of an error occurring in the program, window with the query: "**Do you wish to send error report?**" will be displayed.*

changes in data transfer from earlier program versions

In case of data importing from earlier versions of "**TachoScan**" and "**Settlements**", the program will install data base server in "**3.6.3**" version, transfer data, and then, update the data base to fine tune it with the 4Trans TachoScan program version being installed.

changes in universal data export/import

- option of saving exported data in "**csv**" format has been added on;
- mechanism of universal data import/export has been added on for "Agenda 120" register;

change in the list of documents

- "**Document no.**" field size has been increased from 20 up to 30 characters;
- "**Remarks**" column has been added on.

change of vehicle company

If in the vehicle edition window 112 a company is changed, then, after clicking on **[Save]** button there will be displayed a window with caution:

"**Changing the company the vehicle belongs to will result in transfer of all the vehicle's data to the vehicle's data to the new company. Do you want to continue? Should the data not to be transferred, a new vehicle in the new company has to be created and the date selling has to be filled in the current company.**"

TachoScan module

fine scales for other EU countries have been incorporated

- in the offences window of: "Driver offences 199" report a country selection field has been

added on for the option "**Show fines**", which will constitute the basis for selecting fine scale;
- **[Generate]** button has been transferred to the upper left corner of offences window;

- new report "Activities from digital tachograph 184" has been added on;
- missing text "**False attestations constitute an infringement**" has been added on to "Attestation of activities 171";

changes in "Import of data from digital tachograph to the card" window

- option of importing activities not assigned to any driver has been included. Following fields have been incorporated:
  - import activities not assigned to any driver;
  - vehicle;
- option of importing data of drivers being omitted at the time of saving previous digital read outs has been added on:
  - omitted driver;

option of operating several scanners has been added on

- in the program settings window in item "TachoScan -> Basic 133", "**Select scanner right before scanning**" option has been included;

This option is used to speed up the disk scanning process. After its marking, for instance, two scanners may be connected so as to scan disks alternatively.

changes in "Vehicle control" reports menu

- the name of the group of reports has been changed from "**Vehicle control**" to "Vehicles and drivers control";
- report functionality and name has been changed from "**with distance verification**" to "Vehicles and drivers detailed control 192";
- "Vehicles and drivers control 190" report has been included;

offences analysis for days with long, unfinished driving event, work or availability hours, has been improved

During read out and saving of data from driver card, time of last activity in the last day out of days for which the read out was generated, if that activity is neither stopover nor taken out card, is set for 1 minute (previously, it was being extended until day end)

changes in vehicle selection window being displayed during read out of digital data

- During read out of digital data, the program takes out any not recorded vehicles and displays them in the window: "**Select the vehicle or add a new one**". User may select for each of displayed vehicles a given manner of saving into data base, which will facilitate and speed up the work considerably.

- "**No.**" (Ordinal Number) column has been added on to the report: "Download and validity deadlines 211";
- offences descriptions in the report: "Weekly control of driver's working and resting time 197" have been completed;

changes in the window of data edition from tacho disk

- in "Read preview 218" bookmark of summing up panel, the fields "**Km total**", "**Average**

speed", "**Km final**", "**Km initial**", "**Difference in km**" have been added on;
Values in fields "**Km final**", "**Km initial**" of the "**Read preview**" bookmark are interdependent with the fields of the same name in "Basic data 220" bookmark.

5.5. Version 3.6

Changes implemented in this version of 4Trans TachoScan program:

Engine module

Changes in administration panel

- In program settings window:
  - new bookmark "Countries 87" has been added on;

  In that bookmark it may be defined, which countries are to be accessible in the program. Default settings will display these countries, which up to now were featured in the 4Trans TachoScan program.

(version 3.6.4 and higher) Vocabulary – company status

- In company status adding/editing window an option of defining colour for individual items of customer type has been added on;
- In program settings window, in: "Lists appearance settings 125" item, an option: "**Set colours on companies list according to customer status**" has been added on;
- A new default item in company type vocabulary has been added on: "**blocked customer**".

(version 3.6.3 and higher) Separation of date and time into two separate fields

In program settings window, in "Main -> Appearance settings 124" item, an option "**Separate entering the time from the date**" has been added on.

- (**version 3.6.3 and higher**) in program settings window, in: "Main -> Appearance settings 124" item, an option "**Hide character "-" in city code in detailed list of cities**" has been added on;
- (**version 3.6.3 and higher**) visualization of items marking in the list has been improved.

Grouping of drivers/vehicles

In the list of drives 114/vehicles 112:
- "**Groups**" column has been added on;
- "**Alter data for selected items -> Add to group**" item has been added on into drop down-menu (RMB);
- "**Alter data for selected items -> Remove from group**" item has been added on into drop-down menu (RMB).

- In the routes 121 list, in lists toolbar "**Show route in the map**" icon has been added on;
  The function is enabled when a given route has been indicated beforehand on Google™ map in 4Trans 4Trans TachoScan program;
- In company adding/editing 109 window, in 'place' field, the code and name of country to which the place belongs, have been added on.

"Tachograph registration no." column has been added on to the list of vehicles

Thanks to this column it is possible to quickly compare the correctness of program

connection between the tachograph and the vehicle.

- Na liście kierowców/pracowników dodano kolumny: "**system pracy**", "**Etat**" i "**Angaż**";
- (**version 3.6.4 and higher**) Columns with default driver address have been added on to drivers list;

TachoScan module

- (**version 3.6.3 and higher**) New print out options have been included in weekly chart window;

Changes in the dates of read out of drivers cards and tachographs

- change of report title from "**Download deadlines**" to "Download and validity deadlines 211";
- in program settings window, in "Digital 136" bookmark the following options have been included:
  - Notice regarding expiry of card and calibration validity [...] days in advance;
  - Upon program activation, show message of no read outs/ expired validity – if this option is marked, in the driver card and digital tachograph read out summing up window, the program will display the date of previous read out, and the number of days since previous read out will be shown in brackets;
  - Default deadline for driver card read out has been changed from 21 to 28 days;

  At present, absence of either card or digital tachograph read out may constitute a basis for **imposing a fine** on a transport company during a relevant control in the entire EU. Registering the date of last driver card read out while making such read out is of great importance. This operation is carried out by **tachograph, card reader**: **TachoReader** and **TachoReader Combo** , when card is read by these devices. In case of reading out with other devices available on the market, the date of last read out is not saved onto the card. If the date of last read out is not registered on the card, then, this creates a risk of a fine and brings about a necessity of repealing that decision.

- Icon used to scan/add from disk any documents, has been added on to tacho disk 220 and driver card 234 analysis windows.
- (**version 3.6.3 and higher**) On disk print out preview, the size of disk image has been enlarged up to the original size of chart.
- (**version 3.6.3 and higher**) Program support for Canon LiDE 110 and LiDE 210 scanners has been added.
- In "Vehicles control" report with km verification, average vehicle speed in picked days as well as coefficient of vehicle use during report-covered period have been added.
- In "Select a driver or save a new one 270" window that precedes digital data recording, an option "**Save the data since [...]**" has been included;

Following keyboard shortcuts have been added

- **[F4]** - Weekly chart - "Driver offences 199" report window, driver card and tacho disk analysis window;
- **[F3]** - Edit the day - "Driver offences 199" report window;

"Driver offences" report offences window

- Visual stability of the list has been improved:
  - after opening and closing of additional windows, the marking in offences list remains in its place;
  - a click on an item results in highlighting the whole line and not just a single cell;

- options of filtering, sorting and shifting of columns of offences list have been included;

- A field with an option for selecting drivers groups has been added;
- "**Norm**" column has been included in offences print out;
- Weekly chart:
  - there has been added on an option of chart shifting by using keyboard keys (up and down arrows – shift the chart by a day, **[PageUp] [PageDown]** – shift it by a week, **[Home] [End]** - start, end of chart), or using mouse wheel;
  - week days: Sunday and Monday are separated by a slash;

Blocked an option of adding on of a driver with the same digital card number within one and the same company

If that same driver (with the same digital card number) in the program is hired in several companies, then, at the time of driver card read out the data will be recorded for the driver from active company. If no driver is from the active company, then, during driver card read out, select driver window will appear.

- Corrected error connected with adding night accommodation at the time of issuing a business trip document from driver digital card day window;

5.6. Version 3.5

Changes implemented in this version of 4Trans TachoScan program:

Engine module

In the "Basic data" menu:

- "Agenda 120" command has been added in place of the "**Reminders**" command;
- "Holiday and free days 119" command has been added;

Changes made to the administration panel

- In the program settings window the: "Automatic updates 84" " tab has been added – thus, the mechanism of downloading the program updates has been optimized,

Changes made to the program settings window

- In the "Main 122" tab the way of the "**Date and time format**" option group functioning has been changed. Thus, it is possible to select the date format and separator.
  The change also allows to:
  - Enter the entire date from the keyboard (the same way as for a text field);
  - Enter the date and the time, all in one go;
  - Change the date with arrow keys;
  - The format of the date selected in program settings has been made uniform with that displayed in reports;
- In the: "Main 122" tab the "Lists apperance settings 124"" sub-tab has been added;

- The mechanism used to check multiple records in the lists has been corrected (with the

key);

- All windows of the program are centered with reference to the main application window and

not to the desktop (an important change when working on several monitors);

- Records of changes made to enter holidays and free days have been added to the history of user activity;

TachoScan module

- In the driver offences report window: "Driver offences 199" a mechanism to filter the offences has been added;
- When inserting working hours "**from/to**" in the "Add free day 171" window, the rest of the day is filled with stopover;
- In the driver selection window that is displayed during digital data readout, the:

button has been added.
The button is particularly useful if, during the readout of a dozen or so of digital files, one or more of them have to be deleted.

A mechanism to restore source data on the weekly chart has been added

- The following commands have been added to the pull down menu of the weekly chart (right click the mouse):
  - Restore source data -> selected day;
  - Restore source data -> entire period;

- In the "Basic data 220" tab of the tacho disc analysis window a description of the

and

keyboard shortcuts has been added.
- The possibility to read out the digital files with "**c1b**" extension has been added. Moreover, the algorithm has been modified so as to allow the program to try to open files having "**unknown**" extension as the digital ones;
- In the windows of offence analysis reports: "Weekly control of driver's working and resting time 197", Driver offences 199" and "Drivers' offences in general 204", the following option has been added: "**allow weekly rest periods after up to 12 days (Art. 29 Reg. 1073/2009) minimum rest period in case of the exception [...]**",
- In the program settings window, the dodano opcję: "**Close digital readings windows after saving data from the file**" option has been added in the "Miscellaneous 142" tab;
- The: "Driver's activities in detail 183" report has been added;

The possibility to settle the drivers' accounts on the basis of the data readout from the digital tachograph has been added

- To do so, the: "Import of data from digital tachograph to the card 170" command has been added in the TachoScan menu;
  In case the driver's card is read out later, the imported days shall be deleted and replaced with the read out data.

- The: "Drivers availability 215" report has been enhanced by the possibility to generate it for the period since the time of the most recent work record. The report has been also enhanced by a view of the week preceding the week for which the date and the time of driver's availability have been selected;
- In the "Data continuity calendar 211" pull down menu, after prior selection of the driver, the: "**Show driver's attestations**" command has been added;

5.7. Version 3.4

Changes implemented in this version of 4Trans TachoScan program:

The support for 4Trans TachoScan program on the Windows® 2000 system operation platform has been dropped.

Engine module

- The error in license releasing sequence – that generated unjustified message of license key absence - has been rectified,
- In the document adding/editing window, the possibility to view "**pdf**" files has been added in the "**Attached files**" tab,

A filtering mechanism has been added in the driver and vehicle selection window

Basing on the options activated in "Filter settings 123" ", it is possible - in the group of settings described above – to choose filters from a pull down menu in windows that allow choosing drivers and/or vehicles.
(refer to: "General information -> Filtering drivers and vehicles in program windows 103")

- For filtering in list columns, a possibility to enter characters from keyboard and to confirm the selection with the

key has been added,
- The "**cities**" window opens more quickly,
- In all lists the: icon has been added to "**confirm dates**" during selection of the filtered period,
- In lists selected in the pull-down menu (right click the mouse) new: "**Alter data for selected items**" option has been added, to enable modification of some values in a highlighted item without the necessity to open it for edition.
- The titles of reports on the print preview have been made uniform with the names of reports from the "**Reports**" menu,
- Functioning of the "**Search phrase**" mechanism has been improved and a pull down menu has been added (right click the search phrase field) to enable the selection of the column of filter application,
- The error reporting function has been corrected,

Changes made to the import of the list of cities to the data base

- In the company adding/editing window 109 a button has been added to import cities,
  The button to import cities is also available when a company is being added during the first run with an empty database.

Changes made to the list of documents

- The "**Document type**" column has been split into two columns: "**Document type - unit**" and "**Document type - group**" – owing to this it will be easier to search for documents,
- Fast filtering has been disabled – as it turned out to be a function of low usability,
- The field "**Search phrase**" has been added,

Changes made to the document adding/editing window

- A mechanism that automatically scales images if they are bigger than the viewing area has been added,
- In the pull-down menu of the "**Attached files**" tab a possibility has been added to assign arbitrarily a program ("Open with") to open the selected file (right click the mouse on the file being associated),

- Communication between the license key and 64-bit Windows® system has been improved,

A possibility to filter drivers and vehicles on the basis of groups has been added

- In the "**Basic data**" menu: "Drivers groups 116" and "Vehicles groups 117" commands have been added,

  These commands are used to group drivers and vehicles. Defined groups may be selected, e.g., in any report preparation window.
- In the report preparation windows that feature driver or vehicle selection, a field to select groups of drivers or vehicles has been added, depending on the type of the report, (refer to: "Groups of drivers and groups of vehicles in reports"),
- In program settings, in the "Main -> Reports settings 126" tab, new option "Show filters of groups 126" has been added.

TachoScan module

New and up-to-date "Attestation of activities..." form has been added

With the coming into the force on 15 December 2009 of the Commission decision of 14 December 2009 amending Commission decision 2007/230/EC on a form concerning social legislation relating to road transport activities (UE Official Journal: L 330), a new form concerning social legislation relating to road transport activities was introduced. Therefore new print form "Attestation of activities... 171" has been added,

- The new attestation form is updated according to the guidelines set forth in Corrigendum to Commission Decision 2009/959/EU of 12-03-2010 (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:063:0031:0031:PL:PDF).
- A mechanism has been added that saves the attestations issued for a driver in the program database,

- A possibility has been added to insert, swap and delete events directly in the weekly chart;

The analysis of weekly rests and compensations has been enhanced:

- In the program setting window the following options have been added in the "Tolerance 140" tab:
  - Require all reduced weekly rests to be compensated,
  - Compensation has to be ended till the end of the third week,

  In the: "Weekly rest and compensation 267" topic a description of the weekly rests analysis in the program is presented.

Support for locations saved on digital driver's card has been added

- The window "**Location**" contains the following information:
  - mileage counter statuses on insertion and removal of the card,
  - a field to change the country,

"List of activities" presented in the daily chart of the digital card has been widened by adding the following columns

- "**Slot**" - this column displays (separately for each event) the number of the slot that the

card was in during tachograph's recording operation,

- "**Km**" - number of kilometres shown separately for each driving event. The column is visible if the "**Approximate km for activities from driver cards**" option in program settings has been checked,
- "**Reg. no**" - this column shows (separately for each event) the registration number of the vehicle in which the record has been made on the digital card,

The way the driver's digital card data are presented has been changed, in case the driver has records from at least two vehicles for the same day

- In the "**Vehicle**" field the default "**all**" option will be visible. If the option is chosen:
  - edition lock is hidden – instead the "**Select a vehicle so that you can edit data**" prompt is displayed,
  - the mileage counter status showing kilometres on start and return is hidden,
  - the "**Change vehicle**" button is blocked,
  - records for all vehicles will be visible in the list of activities, in the summary, and in windows showing locations, events, failures and annotations.
  - if a particular vehicle is chosen, only records for the vehicle will be visible in the above mentioned windows.
- Continual travel and daily travel offences will be analysed on the basis of all activities downloaded for the given day, regardless of the chosen vehicle,

- The message that alerts of overlapping of events, and that appears during saving tacho discs, have been supplemented by date and length in time of overlapping events,
- The "**Remove all selection lines**" command in the weekly chart window removes highlighting without the necessity to point at it with the mouse,

In the program settings menu the following options have been added in the "TachoScan -> Miscellaneous" tab:

- Save detailed speed data from digital tachograph,
- Show information about missing scan when disc is being edited,

(see: "Settings -> Miscellaneous 142")

- The "Overspeedings according to digital tachograph 215" report has been added,

A mechanism has been added to open all discs featuring overlapping events:

- In the "**weekly chart**" window a default opening of all discs from the selected day has been added,
  - The similar function is in the Data continuity calendar window,
- In the tacho disc daily visualisation window, new "**open listed discs**" option has been added under the message on overlapped events/ discs,

A mechanism to delete old data has been added

- In the program settings for TachoScan the new "Delete old data 136" tab has been added:
  - Option: "**Delete data older than:**" – the date field,
  - Option: "**analog discs**",
  - Option: "**delete disc images (bitmaps) from the hard drive as well**",
  - Option: "**digital driver card data and Gbox discs**",
  - Option: "**digital tachograph data**",
  - Option: "**detailed speed from digital tachograph**",

- For the tachograph discs that were created with "**Add free day**" and "**Add disc manually**" commands, the message on the lack of bmp file has been deleted,
- The report "Vehicle control -> by disc dates - detailed" has been optimized,
- **Changes made to the preparation window of the „Weekly control of driver's working and resting time" report**

  - The following options have been added:
    - ignore activities outside the specified period (analysis as roadside check),
    - do not consider lack of data in the beginning of the period as a rest,
    - analyse weekly rest starting from complete weeks (from Monday till Sunday),
    - do not force weekly rest in each week (561 only),

    (see: "Weekly control of driver's working and resting time 197")

5.8. Version 3.3

Changes implemented in this version of 4Trans TachoScan program:

Engine Module

- (**version 3.3.3 or higher**) in all report-generating windows that contain selection of a particular element (driver, vehicle etc.) a possibility has been added to choose freely multiple elements for which the report will be effected,
- (**version 3.3.3 or higher**) in-column filtering has been improved:
  - up to now, if the desired filter item had been selected, only "**All**", "**Non-empty**", "**Empty**" and "**Previously selected filter item**" items were displayed. Now, after the filter is selected again, **ALL AVAILABLE** items are visible for the given column,
  - the filter item selected earlier for a column will remain selected after the filter for the same column is evoked again,
- (**version 3.3.3 or higher**) in "Help 130" menu the new: "**Remote help**" command has been added,
  This command runs a separate program that enables remote connection with the service team of the program manufacturer (after it is agreed with a service employee).
- (**version 3.3.3 or higher**) new safety features have been added regarding database backup copy creation:
  - if the server was off at the scheduled database backup copy creation time, 4Trans TachoScan program will attempt to create the overdue copy on the next start-up,
  - in administration panel, in program settings window, in the: "**Support**" tab the choice of database backup copy destination has been disabled for the "**Backup of the database**" option. The path to create copy is the same as that specified in the: "Database backup settings 91" tab,
- (**version 3.3.2 or higher**) in all reports including driver's surname, the error of displaying company abbreviation next to the surname has been rectified,
  the error occurred when the following option was marked in program settings: "**Show company abbreviation next to driver's surname**". After rectifying the error, company abbreviation will be displayed next to the driver in program windows only.
- (**version 3.3.2 or higher**) 4Trans TachoScan launch process has been optimised,
- log in and log out operations added to the user activity list,
  (see: "Administration Panel -> User activity 99")
- drag & drop option added in the document/external file adding window,
- the following field added in the vehicle adding/editing window: "**Vehicle description**",

(see: "Basic data -> Vehicle 112")

- messages displayed during program launch are "**topmost**".
  they are not behind "**splash screen**".
- a user shortcut facility enhanced to include the report menu,

In all list windows

- the function: "**Search phrase**" enhanced,
- a button "**Reset column filters**" added,

TachoScan Module

(version 3.3.5 or higher) The latest form of EU attestation (confirming that the driver has not been driving a vehicle) has been implemented

- The following changes have been made to the data update window ("Add free day 171"):
  - the "**In the attestation printout check the field:**" section has been removed,
  - the "**had a day off**" option has been replaced with the "was on leave or rest" option,
  - the "**was available**" option has been added,
  - the "**Issued on**" field has been added,
  - the "**works at the undertaking since:**" field has been added,
  - the time range of other work is set by default from 7:00 to 15:00,
- reports have been deleted (relevant reports may be printed in the "Add free day 171" window):
  - Attestation of activities,

  Lack of the attestation or having the old pattern thereof will be treated as an offence and is subject to penalty or fine.

(version 3.3.4 or higher) The analysis of weekly rests compensation has been enhanced

If a driver has a part of a weekly rest to take, then the rests exceeding 24 hours (both shortened and regular) are replaced with a shortened rest and a compensation, while meeting the rule that within 2 weeks a driver has to have at least one shortened rest and one regular rest. If such compensation-related shortened rest is not given back afterwards, the program will determine which shortening is less severe. At the last stage the program will choose the variant that generates lesser penalty.

(version 3.3.4 or higher) New interpretation is now in force (August 2009 - GITD Poland) regarding daily rests in those days, in which two daily rests occurred within 24 hours

If there's a case that the above mentioned daily rests (of at least 9h) occur in such a day, the program will treat them as one split regular daily rest (min. 3h + min. 9h).
See the detailed description in section: "Interpretation of particular cases -> Day with two daily rests 265".

The case of a day, during which **two regular daily rests** occur within 24 hours, is the exception to the interpretation.

- (**version 3.3.4 or higher**) In the edition window for data originating from tacho discs/ days from driver's card, a possibility has been added to undo the last operation performed on events,

(version 3.3.4 or higher) New options have been added in the driver offences

generating window

- "ignore activities outside the specified period (analysis as roadside check)",
- "do not consider lack of data in the beginning of the period as a rest",
- "analyse weekly rest starting from complete weeks (from Monday till Sunday)",
- "do not force weekly rest in each week (561 only)",
  (for more detailed description refer to "Driver's offences 199")

- (**version 3.3.3 or higher**) a possibility to download data from TachoReader Mobile and Combo devices via the remote desktop on Windows servers has been added,
  You can make the TachoReader "Removable disk" accessible to server via the remote desktop when using 4Trans program. Map the disk made accessible that way to a network disk. Then the data from the disk mapped that way may be fetched to 4Trans TachoScan program.
- (**version 3.3.3 or higher**) after the "**Second vehicle**" command is selected on the "**Basic data**" tab of the daily tacho disc preview, the default driver selected on the subsequent tacho disc will be the one previously chosen on the first disk.
- (**version 3.3.2 or higher**) the date suggested in the tacho disk daily display window after clicking the button "**M**" takes "**default settings**" into account.

In the adding days off window:

- overall window redesign - two clear and easy to manage tabs created,
- adding a new function: "**Attestation for periods with no records for entire year**",
- the facility of selecting any hour of work start and end added,
- for the option: "**drove a vehicle exempted from the scope of Regulation (EC) No 561/2006 or AETR**" the facility of inserting other working activities added,
- a driver editing icon added,
- a Polish-German certificate form added,
  (see: "TachoScan -> Add free day 171")

In the data continuity calendar window

- a new command: "**Add free days for entire year**" added,
- added visualization of days off without certificate issued,
- when inserting days off, the program will display by default the hour of ending the last driving activity preceding the period of "**not driving**" and the hour of starting the first driving activity ending that period,
  (see: "Reports -> Data continuity calendar 211")

In the visualization of weekly driving time

- the symbols of activities added in the chart,
- options: "**Set beginning**" and "**Set end**" added - using these commands one can set the beginning and the end of marking, respectively, any place in the chart,
- offence visualization added,
- (**version 3.3.2 or higher**) the field of total events within a marked area added,
  (see: "Driver's card analysis window -> Weekly chart")

The report: "Weekly control of driver's working and resting time" amended and extended

depending on the selected options, the report can be extended to include:
- the list of offences,
- weekly chart,
- annotations,
- driver's signature field below offences

(see: "Reports -> Weekly control of driver's working and resting time 197")

- The daily display of a tacho disk and driver's card date will show offences after the report " Driver's offences 199" containing a selected day in the analysed period is generated,

The report: "Print activities" amended and extended

Amendments in the report:
- printout preview,
- the list of offences added - if the report "**Driver's offences**" has been generated before,
- the hour of driver's card withdrawal and insertion added,

(see: "Driver's card -> Printing activities 250", "Disk -> Printing activities 227")

In the TachoScan module settings window

- a new option: "Approximate km for activities from driver cards 142" added,
- the option: "Each 45-minute break ends continous driving period 140" is marked by default,

- vertical and horizontal graph alignment improved in the speed and acceleration chart, (see: "Analysis window for a digital tachograph ->Speed chart 263")
- Plustek ps281 scanner operation added - repeated scanning of disks and documents, (see: "Scan -> Roller scanner (plustek ps281) 144")
- a type of event filter added in the report "Events and faults 213" preparation window,
- The report: "**Driver's working time on a night shift**" has been shifted to the report section: "Driver's activities 185" and titled: "**Driver's activities on a night shift**",
- win some reports, the phrase "**working time**" was changed to "**activities**",
- a new report: "Working hours after the last driving 210" added,

Flexibility of daily driving analysis enhanced

If there are three or more instances of extending driving time up to 10 hours in a given week, but the last one occurs at the end of one and the beginning of another week and meets the following conditions:
- driving time on Sunday is shorter or equal to 9 hours + X hours of driving, where X - driving time tolerance,
- the remaining leg of driving takes place on Monday,

then the program assigns such time extension to the next week, provided that there is already not more than one driving time extension in the next week.

Analysis of weekly rests improved

- If the weekly rest of a driver was too short, then the penalty and shortened rest are calculated up to 24 hours - if the driver was allowed to have a shortened weekly rest. Otherwise the penalty and shortened rest are calculated up to 45 hours.

5.9. Version 3.2

Changes implemented in this version of 4Trans TachoScan program:

Engine Module

- The time of program start up and performance was shortened (**version: 3.2.3**),
- The time of update was shortened (**version: 3.2.3**),
- The module translations in Slovak and Hungarian have been added,
- In the administration panel
  - privileges have been added to enable the use of vocabularies in the program.
    - A user will be able to view vocabulary elements depending on privileges granted. Therefore, the user who is privileged to use the Fleet module will be able to view only the vocabulary elements that pertain to the module.
  - In the user add/edit window new tabs have been added:
    (see: "Settings -> Users 94")
    - Privileges to drivers,
    - Privileges to vehicles,
  - in the user add/edit window in the "**Advanced**" ab new privileges have been added:
    (see: "Settings -> Users 94")
    - Authorization to delete records in main lists,
    - Authorization to view the history of user activity,
  - program functionality has been enhanced by adding the: "User activity 99" command,
    - the "Users activity 217" report has been added,
  - New groups have been added in the program Settings window:
    (see: "Settings 81")
    - User activity,
    - Customize saving templates,
    - Passwords – guidelines from Data Protection Act implemented (**version 3.2.3**),
- In the report preview window a new button has b`een added to change page orientation of the report being displayed,
  (see: "General information -> Raport preview window 104")
- The: "**Import miast**" icon has been added on the cities list tool bar that allows importing cities to the program depending on the selected country.
  (see: Main menu -> City 111)
- Changes to the add/edit City window, address editing
  - many postcodes may be added and removed for the same city,
  - it is not possible to enter a postcode in other windows that require the defined postcode,
    - postcode field contains a list of available codes; the list is filtered according to the value entered in the field,
    - after a city has been entered it is possible to choose required postcode from the list (if the city is assigned more than one postcode),
  - if the country name is required in a window, it will be inserted automatically after you have entered the city,

  (see: Main menu -> City 111)
- New information has been added that appears after 4Trans TachoScan update operation to

remind the necessity of updating privileges templates

- If any of the users uses a privilege template that is different than the default ones, then after the program update is done, a window will be displayed reminding that privileges verification is needed due to new functions added to the program,

New filtering mechanism has been added in the driver and vehicle selection windows

- New group of settings: "Filters settings 123" has been added to the program settings window,
- Basing on options checked in the previously described group of settings it is possible to choose filters from a pull-down menu within the windows that allow choosing driver and/ or vehicle.
  (see: "General information -> Filtrowanie kierowców i samochodów w oknach programu 103")

TachoScan Module

- Slovak and Hungarian translations of the module have been added,
- a new report has been added: "Vehicles working time -> with distance verification",
- a new report has been added: "Users activity 217",

Changes to the Data continuity calendar window:

- new types of day have been added in the calendar:
  - Vacation day,
  - Free day,
  - Sick leave,
  - other work,
- an icon has been added to each type of day,
- the days: Saturday and Sunday have been highlighted with the blue and red colours, respectively,
- possibility to mark a number of days in the calendar and to add a relevant free day,
- a function to export digital data has been added.

(see: "Reports -> Data continuity calendar 211").

Changes made to the "list of discs/days from card"

- The following commands have been added:
  - Alter data for selected discs -> Change the driver,
  - Alter data for selected discs -> Change vehicle,
  - Alter data for selected discs -> Change the assistant - provided that the: "**Enable assistant**" option is selected,
  - Mark entire day as "**OUT**" - all events on the disc/day from card will be converted into the "**OUT**" type events,
- a possibility has been added to pin an item from the list of "**discs/days from card**" with paper clip,
  (see: "TachoScan menu -> List of discs/days from card 166", "Basic data -> Paper clip 129").

(see: "Settings -> List of discs/days from card 166")

Changes made to the program setting window in the "Tolerance" tab

- the "**Daily driving time/rest period**" option has been split in two:
  - Daily driving time,

- Daily rest period.

- a new option has been added: "**Each 45-minute break ends continuous driving period**",

(see: "Settings -> Tolerance 140")

- A new option "Enable assistant" has been added in program settings in the "Basic" tab

  - Owing to the option it is possible to assign additionally each disc and each day from the driver's card to a so-called assistant.
  - an assistant field has been added:
    - in "Disk analysis window -> Tab - Basic data 220" ,
    - in "Driver's card analysis window 234",

  (see: "Settings -> Basic 133")

- A new tab "Miscellaneous" has been added to the program settings

  - the following options have been moved to the tab:
    - close disc when next is open,
    - show default settings after scanning,
    - Check the external directory during program start-up,
    - Show digital readings summary window,
  - the following options have been removed:
    - Filter according to active company -> List of drivers, -> List of vehicles,
    - Issue a warning when activities overlap - the warning is being displayed in the course of disc saving and when control reports are being generated,
  - •?the following new options have been added:
    - alert when activities overlap during saving tacho,
    - alert when activities overlap during generating of control reports,
    - Import/Export from/to System-1

  (see: "Settings -> Miscellaneus 142")

- An acceleration chart and a description have been added to the speed chart generated on the basis of data from digital tachograph,
  (see: "Tab: Speed chart 263")

- on the "Driver offences" report:

  - an option "**Verify daily working time of the driver on night shift**" - has been added- in the case when working hours fall within the night time period (between 00:00 and 07:00); driver's working time may not exceed 10h in a given day.
  - "**Show**" column has been added – when checked off, the selected offence is not displayed on report,
  - an option has been added: "**Show annotations from related discs in the report**",
  - an option has been added: "**Include in the working time stopovers below ...**",
  - When "**Driver offences**" are being analysed and two consecutive shortened weekly rest periods are detected, the program will show an offence and calculate the penalty according to rates,

  (see: "Reports -> Driver offences 199")

- The mechanism to save vehicle registration numbers has been improved, the data for which are downloaded from cards and digital tachographs,

- In the "Events and faults 213 -> digital tachograph" report preparation window a box has been added to select events.
- An amendment has been added that allows to copy the events from digital tachograph preview window to the driver's daily chart window in place of events marked not only as "**CW**" (Card Withdrawn), but "**Stopover**" as well.
  (see: "Drivers card analysis window -> Visualization with a tachograph 241")
- In the tachograph disc and driver's card analysis windows
  - fields with saving status have been added – it is possible to select a predefined status e. g. "**unreadable disc**" or "**incomplete entries**", ", or to make use of status vocabulary, where any entry may be added to,
    (see: "Disc analysis window -> Tab - Basic data 220", "Drivers card analysis window -> Preview and data edition 234")
    - if the OUT status in the "**Status**" field is selected then all events on "**disc/day from card**" are saved with the status changed,
  - a vocabulary has been added to annotation field. Any text entered in the "**Annotation**" field may be given a title and saved in the program vocabulary, then it may be drawn there from again.
    (see: "Disc analysis window -> Tab - working time control 226", "Drivers card analysis window -> Tab no 2 244")
  - •?For discs being saved, for which default date "**31-12-1899**" is displayed, a message will appear: "**Please specify an appropriate date of the disc**",
- In the "Default settings 135" window a new: "**Set disc date as today**".
- Scanned tachograph discs are additionally saved in the "**temp**" folder in Windows. 30 most recent scans are saved. Should it be more scans, the discs in the folder will be overwritten.
- In the weekly driving time visualisation window the indication of exceeding the daily working period has been removed
  - According to Regulation No. 561/2006/EC a daily driving time is the time between two daily rests. On the program weekly chart the daily driving time from 00:00 to 23:59 is totalled, and it is not to be treated as daily driving time within the meaning of the Regulation.
- In the "Add free days/vacation/sick leave 171" window a "**find last activity**" option has been added,

5.10. Version 3.1

5.10.1. Version 3.1.3

Changes implemented in this version of 4Trans TachoScan program:

Engine Module

- Login window (Launch mode – Advanced) at the first start up of program opens in the default language of operating system.
- Eight language versions are available now.
  - Entire main module and login window were translated into Czech, German, English, Romanian, Lithuanian, Latvian and Estonian languages.

- The other minor changes that rationalize work in this module.

TachoScan Module

- Eight language versions are available now.
  - Entire TachoScan module was translated into Czech, German, English, Romanian, Lithuanian, Latvian and Estonian languages.
- The new visualization report was added: "Drivers availability 215",
- The minor errors were corrected.

5.10.2. Version 3.1.1

Changes implemented in this version of 4Trans TachoScan program:

Engine Module

- In window adding/editing of company the possibility of currency accounts was added.
  - The window enables to create bank accounts for any currency,
- the servicing of network key was automated during the updating of 4Trans TachoScan program,
- The list of holidays for each country available in program was added.
- The minor errors found in previous versions were corrected.

TachoScan Module

- The usage of Canon LiDE 200 scanner was added,
- The verification of km driven by team of drivers was added.
  - For analyzing of team driving it is necessary to download the digital tachograph data prior to downloading data from driver's cards. With reverse sequence of downloading of data it will not be possible to determine the number of km driven by one driver and consequently average speed and driven distance are not calculated correctly. The software registers days / digital discs that were verified with digital tachograph readings. When driver's cards data are not verified – the fields km and average speed are marked with "-". After verification appropriate values are shown in the fields,
    - until the verification is not done the values in fields: "**km by driver**" in reports:"**Driver's working time (detailed and summary)**" and "**Vehicle's working time (detailed, summary and summary (driving time including breaks)**",
- The minor errors found in previous versions were corrected.

5.11. Version 3.0

5.11.1. Version 3.0.3

Changes implemented in this version of 4Trans TachoScan program:

Engine Module

- In window adding/editing of routes the fields with names of towns also contain the acronym

of country,

- The minor errors found in previous versions were corrected.

TachoScan Module

- The minor errors found in previous versions were corrected.

5.11.2. Version 3.0.2

Changes implemented in this version of 4Trans TachoScan program:

- The general re-modeling of program included:
  - Data storage was changed for MSSQL database system,
  - The change of interface,
  - The enhancement of security and speed of working on local area networks,

5.12. Version 2.8.5

4Trans TachoScan went on sale.

6. Installation

6.1. Minimum requirements

The configuration below outlines MINIMUM hardware requirements that must be met for working with the program.

PC working as a client

- system: Windows® XP SP-3, Windows® Vista SP-2, Windows® 7 SP-1, Windows® Server 2003 SP-2, Windows® Server 2008 SP-2;

If the program server is installed on the Windows 2003 Server system, please remember that:

- when the 2003 Server system is configured for operation in the domain, the system makes its resources available for computers logged to its domain.
***Windows XP Home Edition** does not have a domain logging-on to the option.*

- when the 2003 Server system is configured correctly for work within the network environment, logging of other computers to its domain is not necessary to be able to use server resources.

If the program is run in the Windows® Server system environment, the local license key (TASP) is not supported).

- **1.5 GHz** processor;
- minimum **512 MB of available** RAM;
- depending on the number of installed modules, approx. **2 GB** of free disc space;
- USB port + additional USB port for each device (reader, TachoDrive, optionally for the USB key);
- graphic display resolution: **1280 x 768**;
- installed **Microsoft SQL Server 2000, 2005** or **2008** system (during the first start-up **Microsoft SQL Server 2000 Desktop Edition - MSDE 2000** is installed by default);
- a scanner to scan discs, supporting resolution of **300 dpi**, **black and white** colour

mode (1 bit - black & white), **black background** of the scanned documents area,
(recommended scanners **Canon LiDE 70**, **LiDE 100** lub **LiDE 200**, **Plustek SmartOffice PS281**);

- a driver's digital card reader meeting the following requirements: supporting the T=0, T=1 protocols, clock frequency 4 MHz or higher, support of ISO 7816 or EMV 2000 Level 1 smart cards, ISO 7816 compatible, card format ID-1 (Full Size), PC/SC compatible, and CT-API or **TachoReader Combo**,
(recommended card readers: Omnikey 3121 (USB), Omnikey 4040 Mobile (PCMCIA), Omnikey 4321 Mobile (ExpressCard 54), SCR 3310 (USB), SCR 243 (PCMCIA), SCR 3340 (ExpressCard 54);
- one of the following devices to read the digital tachograph data: **TachoReader Mobile**, **TachoReader Combo**, **TachoUSB** or **TachoBlue**;

PC working as a server

- system: Windows® XP SP-3, Windows® Vista SP-2, Windows® 7 SP-1, Windows® Server 2003 SP-2, Windows® Server 2008 SP-2;

Server name:

1. The first character must be a letter defined in Unicode 2.0 standard, which includes Latin letters from "a" to "z" and from "A" to "Z"

2. The following characters:
- letters defined in Unicode 2.0 standard;
- Latin alphabet digits;

3. Spaces and special characters are not allowed (e.g. "-", "@", "#", "$").

- **2 GHz** processor (a multiprocessor circuit recommended, e.g. two 2.8 GHz Intel Core Duo processors);

The sum of all the cores in a single- and multiprocessor system must be a power of 2 - for example, 1, 2, 4, 8, 16, etc.

- free disc space: **1 GB** (depending on the volume of entered data);
- minimum **512 MB of available** RAM;
- USB port - for the USB license key;
- graphic display resolution: **1024 x 768**;

6.2. Program installation

To install the 4Trans TachoScan program, it is REQUIRED to login to the account with admin rights in the operating system.

To carry out installation, please insert the original installation CD in the disc drive. It will open the products installer window. Select the first button in the window: (Fig. bellow).

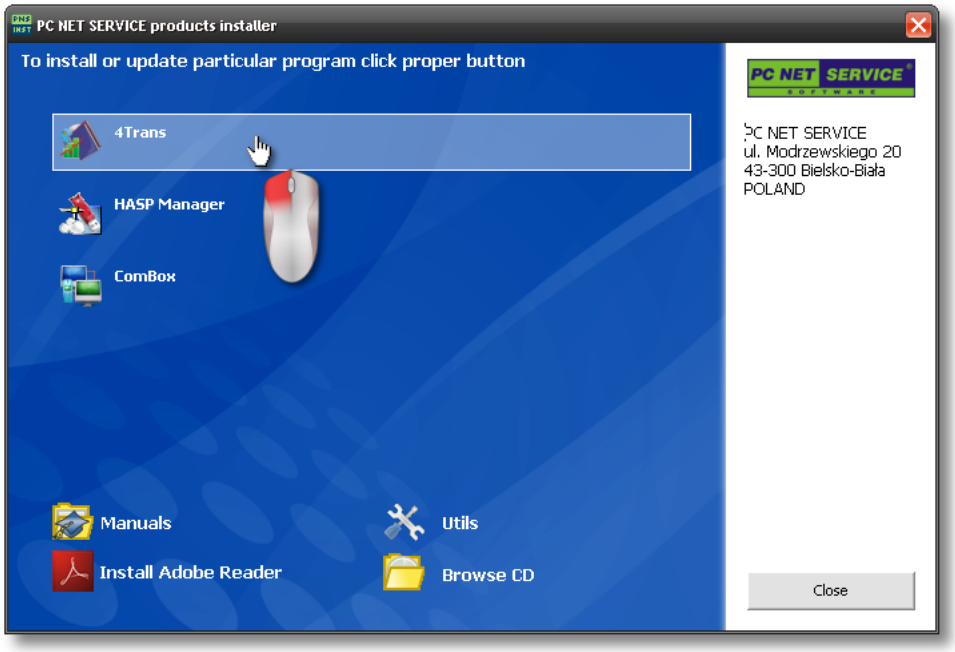


Fig. Products installer window.

If the products installer window has failed to pop-up, you should carry out manual installation.

Then perform activities suggested by the products installer by clicking the button: Next >>. If the target directory is not changed, the program will be installed in the default location. "**C:\Program Files\INELO**".

A further step in 4Trans TachoScan program installation is shown in the clause: "First start-up 62".

6.3. HASP Manager installation

The HASP Manager program, in addition to the drivers necessary for the operation of the license **NETWORK** key (see: "Device installation -> License key 53") includes tools that enable communication between other workstations and this license key.

To carry out installation, please insert the original installation CD in the disc drive. It will open products installer window. Select the second button in the window: (Fig. bellow).

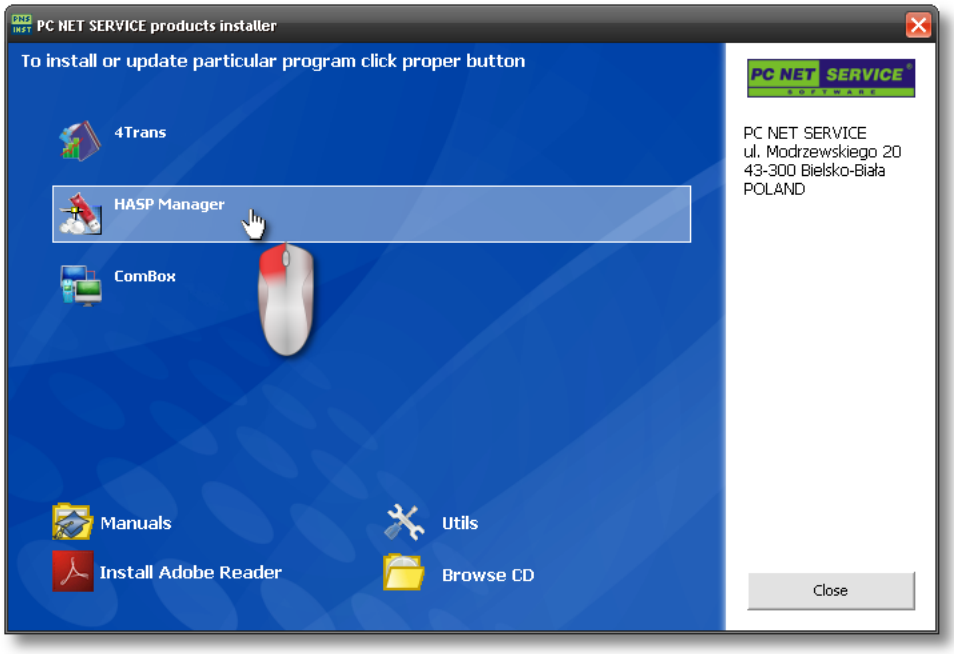


Fig. Products installer window.

Then follow the messages displayed by the installer.

HASP Manager should be installed on the PC with the inserted network key.

To ensure proper installation of network key by Windows, insert the key in the USB port before starting HASP Manager installation.

After installing the HASP license Manager, enable nhsrvice program communication:

"**C:\WINDOWS\system32\nhsrvice.exe**", (Windows XP SP-3 77)

and enable communication on the 475 port via TCP and UDP.

*IT IS RECOMMENDED to restart configuration of network key services once a day, e.g. during the night. Restart can be done by using a "**bat**" file linked to the Windows task scheduler.*

*A sample file can be found in the 4Trans TachoScan installation disc, in directory "**Utils**", at the name: "**HASPrestart.bat** ". Link it to the planned tasks (Start -> Programs -> Accessories -> System tools -> Planned tasks).*

In the program logging window, advanced settings for HASP Manager are available after clicking the button: >> (see: "First start-up -> Logging mode 72").

6.4. Server installation

*It is recommended to select programs shown in the window "**INELO products installer**" (this window appears during the start of the program installation CD) for installation.*

According to a standard procedure, server installation is possible after installation of the program (see: "Program installation 43") during first start-up (see: "First start-up 62").

If you want to connect the program database to an existing MSSQL server, go to the topic: "Attaching and Detaching the database 48".

When to install a server from a separate location?:

- when the 4Trans TachoScan program cannot be installed on the PC as the server,

- when standard server installation (see: "First start-up 62") does not proceed successfully.

Installation of the 4Trans TachoScan server from a separate location:

To install the program server, you are RECOMMENDED to log on to the account with administrator rights in the operating system.

During the installation process of the 4Trans TachoScan Server database the free version of Microsoft SQL Server 2000 Desktop Edition is installed. The use of this version of the system is allowed, in the case of systems up to 5 workstations. The maximum size of free database version is limited to 2 GB, after exceeding this value there is a risk of data loss or damage to the database. In such cases it is necessary to purchase the commercial version of Microsoft SQL Server 2005 or 2008.

After 4Trans Server installation was complete windows restart is needed.

To carry out installation, please insert the original installation CD in the disc drive. It will start products installer window.

1. In the installer window, select: "**Utils**" - the button: (Fig. bellow).

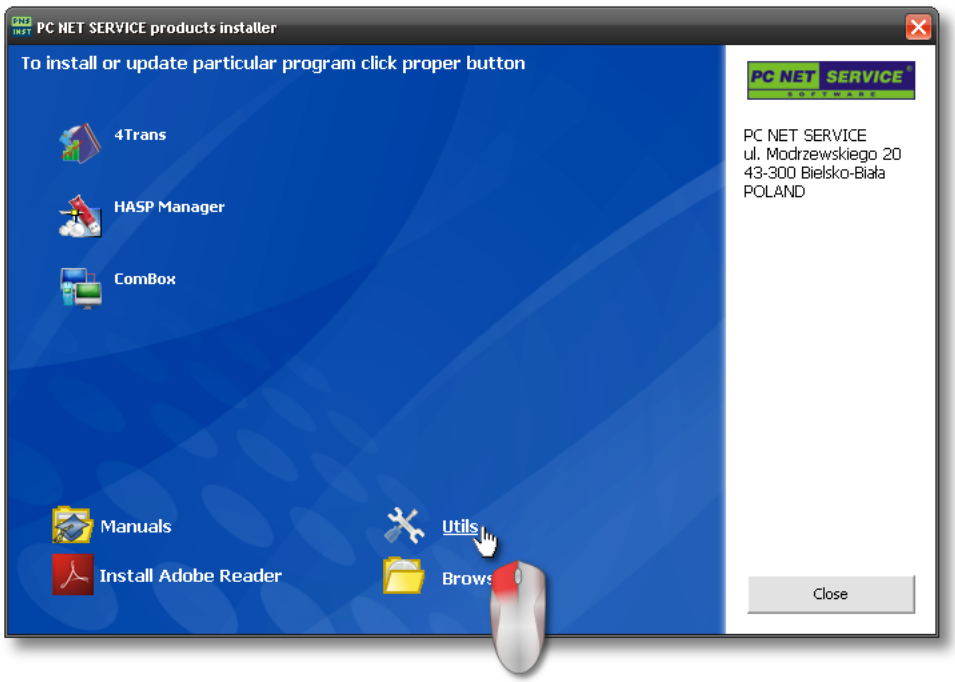


Fig. Products installer window.

2. In the next window, open the directory: "**4Trans Server**" (Fig. bellow).

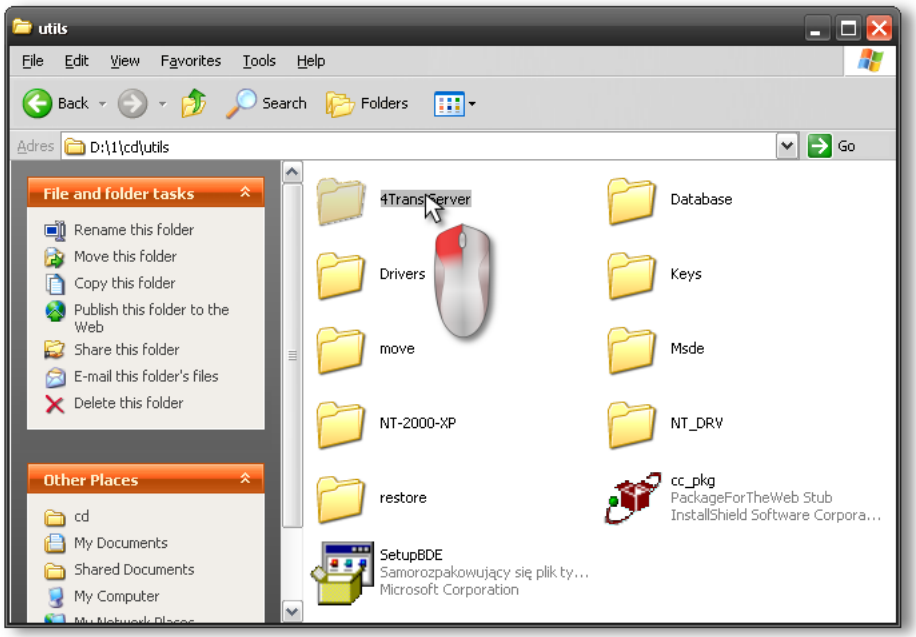


Fig. Utils directory.

3. As the last step, start the installer: "**4tsrvsetup**" (Fig. bellow).

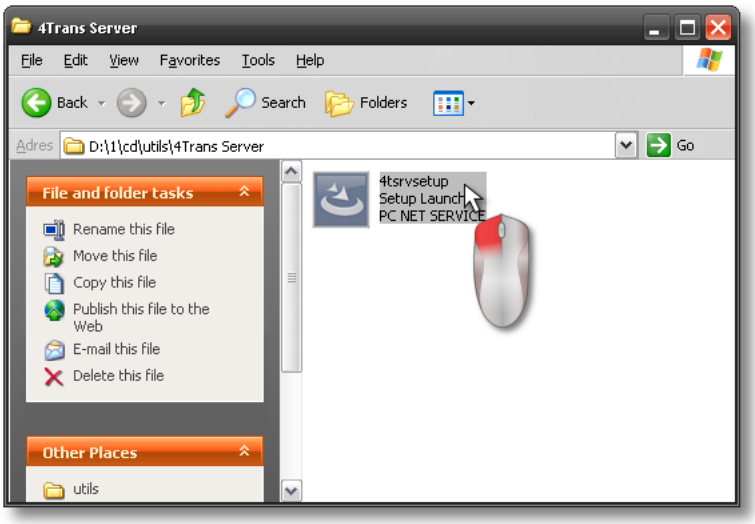


Fig. 4Trans Server directory.

*A free MSSQL Server Desktop Engine Edition will be installed. The database will be located in the directory: "**C:\Program Files\Microsoft SQL Server\mssql$INELO\Data**".*

To make the server visible in the network and operating correctly, unlock communication through the ports:

- *the TCP port for the MS SQL Server (how to find the port number? see: "TCP/IP Port for MS SQL Server 78"),*
- ***1433**, **1434** at **UDP** protocol,*
- *for HASP Manager **475** at **UDP** protocol - if the network license key is installed on the same PC.*

You will find the description of the Windows XP SP-2 firewall in the clause: "Configuration of the XP SP-3 firewall 76".

Give (full) access to the program resources directory in the network (default directory: "My documents\INELO").

*After installation of the program server **IT IS NOT RECOMMENDED** to change the name of the PC, on which the server has been installed.*

If you tend to UNINSTALL the server you should contact the manufacturer's service 272.

Launch the 4Trans TachoScan program after server installation for further configuration (see: First start-up 62).

6.5. Attaching and Detaching the database

WE STRICTLY RECOMMEND that only people who know the architecture of the MSSQL server or trained INELO employees/consultants attaching/detaching the database.

How to ATTACH the database to an existing MS SQL Server?

1. Start program: "**Database Manager**" from menu: "**Start -> Programs -> INELO -> Utils -> Database Manager -> Database Manager**".
2. In window "**SQL server logging**" (Fig. bellow) you should:
   - select the desired server - if the server is invisible on the list, press on the button beside;
   - enter the administrator password for the software;

Fig. Login to database.

When the server was installed from the other source than 4Trans TachoScan install CD:

- mark the option as below "**not from INELO company**";
- the the field: "**Authentication**" will be displayed and authenticated login option have to be chosen (this information should be provided by the server administrator), for option "**Mix Mode**" you should type dbo(sa) user password for the selected server;
- press the button: OK ;

3. After successful login (attaching) to database in the window "**SQL server and database manager**" (Fig. bellow) you should select menu "**Database**" command "**Attach**",

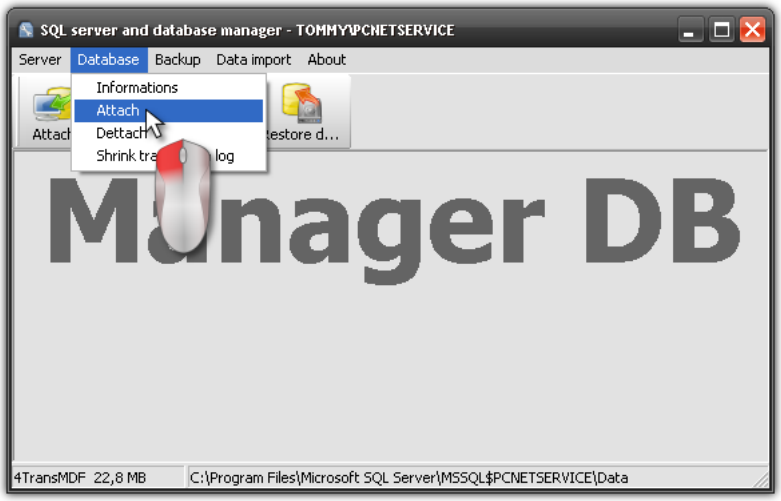


Fig. Selecting command "Attach".

4. In the next window you should point the localization of database files (Fig. bellow) and:
   - Press the button: Next >>, OR mark before:
     - option: "**Copy files to system databases directory**" (Fig. bellow), will copy database files to the directory: "**C:\Program Files\Microsoft SQL Server\MSSQL$INELO\data**". This option attaches **the copied** database files to the server.

*This means that 4Trans/TachoScan/GBOX program will use the database files located in the directory: "**C:\Program Files\Microsoft SQL Server\MSSQL$INELO\data**".*
*The files of **empty** database are on the install CD: "**(Napęd CD/DVD:) \Utils\Database**".*

If the above option is not selected then the program attaches to the server the previously selected database files,

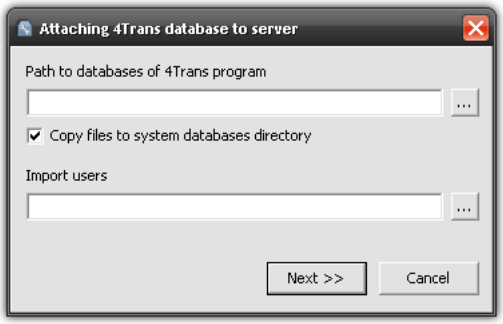


Fig. Determining the localization of database files.

5. Program will start attaching databases according to the previously chosen options. When the operation is finished the following windows will show up (Fig. bellow):

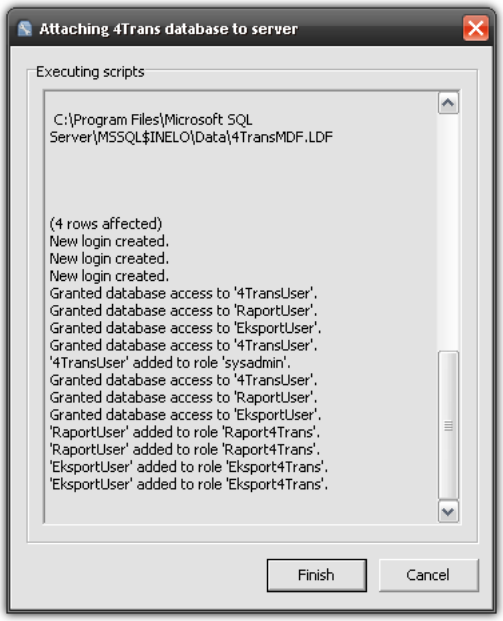

Attaching 4Trans database to server
Executing scripts
C:\Program Files\Microsoft SQL Server\MSSQL$INELO\Data\4TransMDF.LDF
(4 rows affected)
New login created.
New login created.
New login created.
Granted database access to '4TransUser'.
Granted database access to 'RaportUser'.
Granted database access to 'EksportUser'.
Granted database access to '4TransUser'.
'4TransUser' added to role 'sysadmin'.
Granted database access to '4TransUser'.
Granted database access to 'RaportUser'.
Granted database access to 'EksportUser'.
'RaportUser' added to role 'Raport4Trans'.
'RaportUser' added to role 'Raport4Trans'.
'EksportUser' added to role 'Eksport4Trans'.
'EksportUser' added to role 'Eksport4Trans'.
Finish
Cancel

Fig. Finishing the process of attaching the databases.

*During the operation the server generates messages that are shown on the display and are saved to file "**ManagerDB_log.txt**" in the directory from which "**Database Manager**" is run. The destination file is named: "**manager_db.exe**".*

*In case of any doubts whether the operations were performed correctly – please send "**ManagerDB_log.txt**" to e-mail address: support@inelo.pl.*

6. After attaching the database you should create and make available the directory (eg. named: "INELO"), where all documents, driver cards and tachograph readouts, scans of tacho discs and the backup of database are stored,
   - in the main directory (eg. INELO) create a folder of files stored by the module TachoScan (eg. **TachoScan**),
   - in the root folder (eg INELO) create a folder of documents (such as **Documents**),
   - in the root folder (eg. INELO) create a folder where a backup copy of the database (eg. **Backup**) will be saved,

All users who are running 4Trans/TachoScan/GBOX MUST have full access to these folders.
*- It does not apply to the folder "**backup**"*

*The folder "**backup**" must appear on the same computer that is running MSSQL server.*

The move program will only work properly on computers running MSSQL server or MSDE.

Server services and SQL agent must be running for the proper operation of the program.

How to DETACH the database?

1. Start program: "**Database Manager**" from menu: "**Start -> Programs -> INELO -> Utils -> Database Manager -> Database Manager**".
2. In window "**SQL server logging**" (Fig. bellow) you should:
   - select the desired server - if the server is invisible on the list, press on the button beside;
   - enter the administrator password for the software;

Fig. Login to database.

When the server was installed from the other source than 4Trans TachoScan install CD:

- mark the option as below "**not from INELO company**";
- the the field: "**Authentication**" will be displayed and authenticated login option have to be chosen (this information should be provided by the server administrator), for option " **Mix Mode**" you should type dbo(sa) user password for the selected server;
- press the button: OK ;

3. After successfully logging in (attaching) to the database in the "**SQL server and database manager**" (Fig. bellow), select the menu "**Database**" to "**Dettach**",

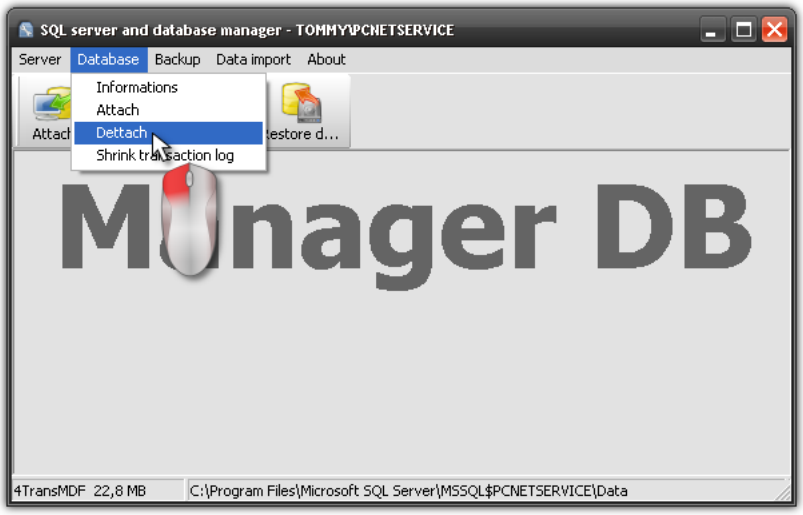


Fig. Choosing the option "Dettach".

4. In the next box press the button: Next >> , OR mark before:
   - option: "**After executing copy 4Trans database files to directory**" (Fig. bellow), that will copy files to that database directory.
     If this option is not selected the program will detach the database files and will leave them in the same folder in which they are located,

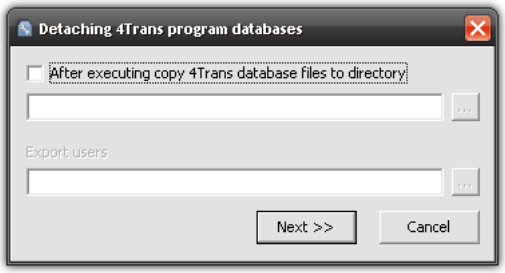


Fig. Selecting the destination of copy of database files.

5. The program will proceed to complete the database detaching job in accordance with pre-selected options. After it is finished a window will appear (Fig. bellow):

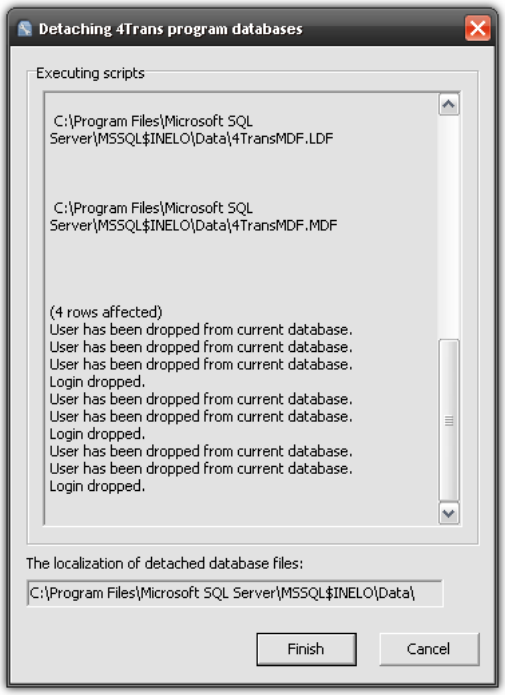

Detaching 4Trans program databases
Executing scripts
C:\Program Files\Microsoft SQL Server\MSSQL$INELO\Data\4TransMDF.LDF
C:\Program Files\Microsoft SQL Server\MSSQL$INELO\Data\4TransMDF.MDF
(4 rows affected)
User has been dropped from current database.
User has been dropped from current database.
User has been dropped from current database.
Login dropped.
User has been dropped from current database.
User has been dropped from current database.
Login dropped.
User has been dropped from current database.
User has been dropped from current database.
Login dropped.
The localization of detached database files:
C:\Program Files\Microsoft SQL Server\MSSQL$INELO\Data\
Finish
Cancel

Fig. Finishing of database detaching process.

*In the course of the operation server generates messages which are visible on the screen and saved to a file "**ManagerDB_log.txt**" in the directory in which "**Database Manager**" is run . The destination file is named: "**manager_db.exe**".*

*In case of doubt whether the operations were performed correctly, please send the file "**ManagerDB_log.txt**" to support@inelo.pl.*

The move program will only work properly on computers running MSSQL Server or MSDE.

Services and SQL Server Agent must be running to the proper operation of the program.

6.6. Device installation

Here you will find description of how to install the following devices:

This topic presents you with information concerning installation of devices included in the installation package 9.
*Installation of remaining devices is described in manual: "**Other devices - tutorial.pdf**".*

6.6.1. License key

There are two types of license keys you may find in the program installation package:

LOCAL license key

The local license key has no additional markings on the casing.

To install the (**local**) license key in the computer, simply insert it in the USB port and wait until Windows installs it automatically.

Fig. LOCAL license key.

Upon detecting a new device, the Windows will install it automatically as the HID interface device.
If the installation is successful the LED in the middle of the key should light.

NETWORK license key

The network license key has the marking: " **- NET -** " on the casing above a consecutive key number.

To install the (network) license key, first install the HASP Manager program (see: "HASP Manager Installation 44").

Then insert it to USB port and wait until Windows installs it automatically.

Fig. NETWORK license key.

If the installation is successful the LED in the middle of the key should light.

*IT IS RECOMMENDED to restart configuration of network key services once a day, e.g. during the night. Restart can be done by using a "**bat**" file linked to the Windows task scheduler.*

*A sample file can be found in the 4Trans TachoScan installation disc, in directory "**Utils**", at the name: "**HASPrestart.bat**". Link it to the planned tasks (Start -> Programs -> Accessories -> System tools -> Planned tasks).*

6.6.1.1. No licence key is inserted

The software is supplied with a so-called **license key**. Without the key the program will not start and will not work.

If a message appears informing the user that the license key is not present, check the following:	
Local key 53	Network key 53
1. Whether the license key is inserted in a USB port of the computer on which the program is to be run. 2. If the key is inserted into a USB port check if it has been installed properly (see: " LOCAL license key 53").	1. Whether the license key is inserted in a USB port of any PC connected via network with the computer on which the program is to be run. 2. If the key is inserted into a USB port check if it has been installed properly (see: " NETWORK license key 53"), 3. Whether the license key options in the login window are set properly (see: " Logging mode 72 - advanced logging"). 4. Whether the key and HASP Manager are able to communicate with the computer on which the program is to be run (see: " HASP Manager Installation 44").

If during the attempt to start the 4Trans TachoScan program continues to report the license key error you should contact the manufacturer's service 272.

6.6.2. Canon scanner

The Canon flatbed scanner is a standard device for scanning images. Due to its low price, high accuracy and speed of operation, it is recommended by INELO for scanning tacho discs.

Fig. Canon LiDE 25 scanner.

Before connecting the scanner to the computer, install the drivers from the installation disc that comes with the device.

After installation of the drivers, simply connect the scanner with the USB port and wait until the Windows installs it automatically.

6.6.3. Roller scanner (plustek ps281)

The SmartOffice PS281 scanner from Plustek is a standard device used to scan images. It is recommended by INELO to scan tacho discs owing to its low price, high precision and speed.

Fig. Plustek SmartOffice PS281 scanner.

Before connecting the scanner to the computer install drivers from the installation disc delivered with the device.

After having installed the drivers, connect the scanner to a USB port and wait until Windows system installs the device automatically.

6.6.4. TachoReader

Reader connected to a USB port

Owing to the TachoReader®, data from every driver's card may be read directly into a computer, and then analyzed and archived.

Reader connected via PCMCIA or EXPRESS CARD port

Owing to the TachoReader®, data from every driver's card may be read directly into a computer, and then analyzed and archived.

In order to install driver's card reader you need to:

- Insert original install CD in drive,
- Connect reader to computer USB port,
- When Windows system shows Installation window (Fig. bellow) you should choose the first option: "**Install the software automatically (Recommended)**" (item 1) and press button

(item 2),

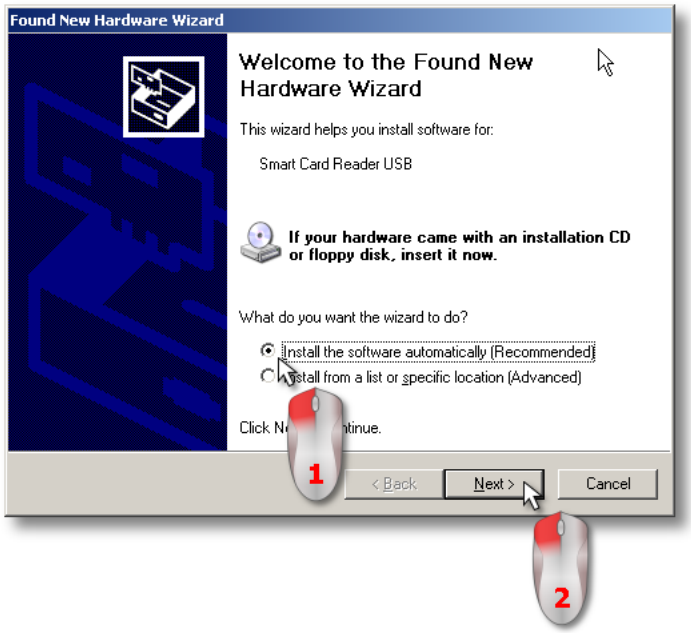

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
Smart Card Reader USB
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
< Back
Next >
Cancel
1
2

Fig. Window: "Found New Hardware Wizard".

- System will start to install drivers and the device itself.

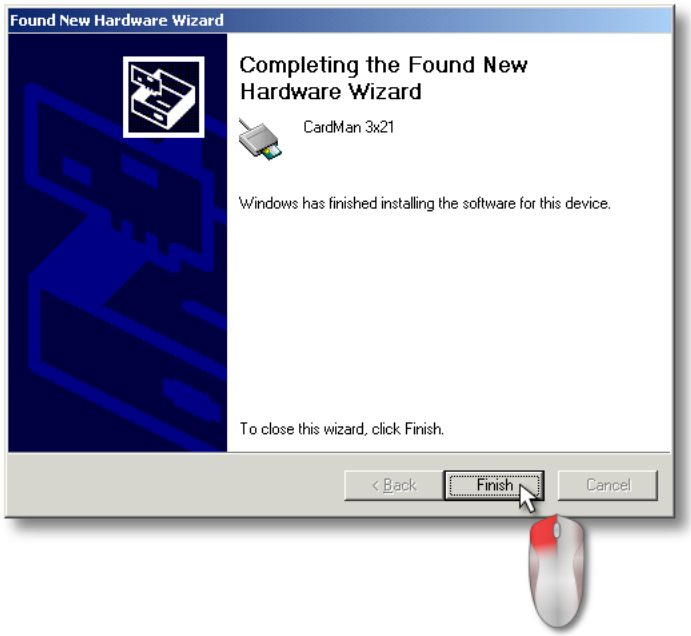


Fig. Completing the installation wizard.

- After the system has installed the reader, the window of completing the installation wizard will be displayed (Fig. above).

If the driver has been installed properly, a green diode should illuminate on the reader.

6.6.5. TachoReader Mobile

TachoReader Combo device allows to download data directly from a tachograph or a driver's card, without having to connect other devices. What is more, the device makes it possible to store data in its internal memory until the data is transferred to a different data carrier (e.g. a computer disk).

Fig. TachoReader Mobile.

In order to install TachoReader on the computer it is enough to connect it to a USB and wait for Windows to install it automatically.

Windows, after detecting a new hardware, will install it automatically as a new mass storage disk.

6.6.6. TachoReader Combo

TachoReader Combo device allows to download data directly from a tachograph or a driver's card, without having to connect other devices. What is more, the device makes it possible to store data in its internal memory until the data is transferred to a different data carrier (e.g. a computer disk).

Fig.1. TachoReader Combo.

Device set

The device set includes:

- Two 1,5V AA batteries to supply the device without having to connect it to a different source of electricity,
- Mini-USB cable by means of which the device is connected with a computer (transfers data from the memory to a computer disk) and provided supply from the computer,
- a cable to read data from Tacho-Combo tachograph which makes it possible to supply directly from the tachograph, without having to use batteries.

Elements required to install the device on a computer

- TachoReader Combo device,
- MINI-USB cable,

Installation

1. Connect TachoReader Combo to a USB by means of the MINI-USB cable and wait for

Windows to install it automatically.

2. You can see the installed TachoReader Combo in the device manager as a mass storage USB device.

6.7. Database Manager

Database Manager is a program used to manage the server and 4Trans TachoScan database program. With the help of this tool it is possible to attach and detach a database, read the attached information on the database, create a backup of the database, etc.

Before the work in the program should connect to the database, including the steps:

1. Start program: "**Database Manager**" from menu: "**Start -> Programs -> INELO -> Utils -> Database Manager -> Database Manager**".
2. In window "**SQL server logging**" (Fig. bellow) you should:
   - select the desired server - if the server is invisible on the list, press on the button beside;
   - enter the administrator password for the software;

Fig. Login to database.

When the server was installed from the other source than 4Trans TachoScan install CD:

- mark the option as below "**not from INELO company**";
- the the field: "**Authentication**" will be displayed and authenticated login option have to be chosen (this information should be provided by the server administrator), for option "**Mix Mode**" you should type dbo(sa) user password for the selected server;
- press the button:

;

In program menu there are following options:

6.7.1. Server

There are following options in the menu:

Informations

The clicking on this command opens a window containing information on selected technical data of the server.

Current connections

In the window "**Current connections list**" will appear the names of computers and applications, with the help of which users connect to the 4Trans/TachoScan/GBOX server. The window also includes the information about the time of user login and time of last activity.

Close

Use this command closes the Database Manager.

6.7.2. Database

There are following options in the menu:

Informations

The window contains information about database files connected to 4Trans TachoScan server.

Depending on the selected database file, you can view information on the location of the file, its size and status.

Attach

The subject of "**attaching**" the database was covered in the topic: "Attaching and Detaching the database 48".

Detach

The subject of "**detaching**" the database was covered in the topic: "Attaching and Detaching the database 48".

Shrinking transaction log

Using this command, you can reduce the size of the database files with the extension "**LDF**".

*The size of files with the extension "**LDF**" is reduced automatically when you create a backup of the database.*
*If for some reasons, the backup copy is not made the size of files "**LDF**" grows infinitely.*

There are two ways to reduce the file size:

- **Simple mode** - by pressing the button

- the size of ALL "**LDF**" files is reduced,
- **Advanced mode** -

- in the expanded view you can select the database file, which is to be reduced,

6.7.3. Backup

There are following options in the menu:

Backup database

As a result of choosing this option, you'll see a window with three tabs:

- Creating the copy,
- Schedules - it is the same option as in the administration panel (see: "Database backup

settings 91"),

- Status of making - this is the same option as in the administration panel (see: "Database backup settings 91"),

Creating copies

1. **Simple mode** - this mode is created from a backup copy of all database files.
   To create a copy:
   - first identify the directory to which you want to copy the database files,
   - Press the button: Backup.
2. **Advanced mode** - this mode allows us the choice of the database file and the type of backup.
   To create a copy to:
   - Click the button: << Advanced,
   - Select the database file,
   - Select the type of backup copy,
   - Identify the directory to which you want to copy the database file,
   - Press the button: Backup.

Restore database

This tool allows restoring data from previously performed a backup of the database.
To do this you must:

1. **Simple mode**:
   - specify the folder with a copy of the database files,
   - press: Next >>.
2. **Advanced mode**:
   - Click the button: << Advanced,
   - Select the directory containing the file "**4TransMDF.bak**",
   - Select the directory containing the file "**4TransKONFIG.bak**",
   - Press the button: Next >>.

The program will proceed to restore data from backup. The result will be displayed in the Database Manager.

When restoring data from a backup copy the extreme caution is needed because the data contained in the currently attached database will be permanently lost.

6.7.4. Data import

There are following options in the menu:

Import from TachoScan program

The subject "**Import from TachoScan program**" is covered in the topic: "Select program mode 62".

*If the settings for "**Database managera**" is set to: "show options for managing the multiple databases 62" then the name*

*of this option will change to: "**Import from TachoScan program - Service version**".*

Import from TachoScan program - Service version

This tool allows you to import data from several "**mdb**" databases (access version of TachoScan and Settlements programs).

When you select this command, the program automatically displays the found database, which has used the TachoScan program as a service. The next step is the selection of which databases the data are to be carried over and pressing the button: OK.

Import of several databases must be carried on a computer that is running TachoScan Service.

6.7.5. Databases management

The menu is available after marking the option: "show options for managing the multiple databases 62".

There are following options in the menu:

New databases

Using this command, you can create a new blank database, which will be automatically attached to the server.

Options for handling multiple databases are dedicated to the service version of program, so when you create a new database program will display the window in which abbreviation of company name should be given.

If you have previously selected: "**Create the full backup of database when changing the data**" the program will proceed to back up the detached database. Subsequently, the current database will be detached and the new one will be attached.

*The new database will be created in the directory set by using the: "**Parent directory**". In turn, the "**parent directory**" will create a folder with the name specified before in "**Company abbreviation**", and the database files will be placed in it.*

Choose database

Using this command you can change database. This tool acts as a combination of options: "**Detach**" and "**Attach**" the database.

To connect to another database if you select the above indicate the directory in which the database to connect and press the button: OK.

Parent directory

With this command you can set the directory, which will be stored in a newly created database (see: topic above).

6.7.6. About

There are following options in the menu:

Settings

In the settings window you can select the following options:

show options for managing the multiple databases

As a result of the selection of this option using the "**Database manager**" you can import data from several databases TachoScan Service version (see: "Data import 60").

Also, when you select this option is activated menu group: "Databases management 61".

Create the full backup of database when changing the data

During changing of databases the program creates the full backup of detached database.

About

In window "**About**" information on "**Database manager**" are displayed.

7. First launch

Before starting up the 4Trans TachoScan program, please read the following topics:

Before program first launch, it is RECOMMENDED to login to the account with admin rights in the operating system.

7.1. Select program mode

During the first start-up, the program will display the window:

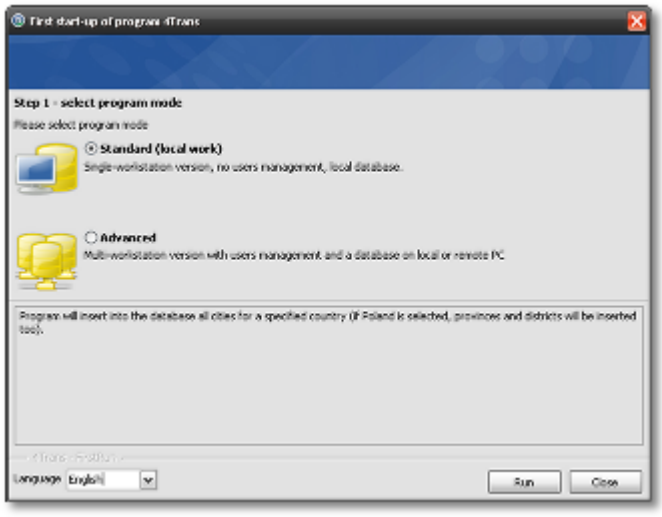


Fig. Select program mode.

where you should select, as needed:

Standard (local work)

Please, read the description in the window (Fig. bellow).

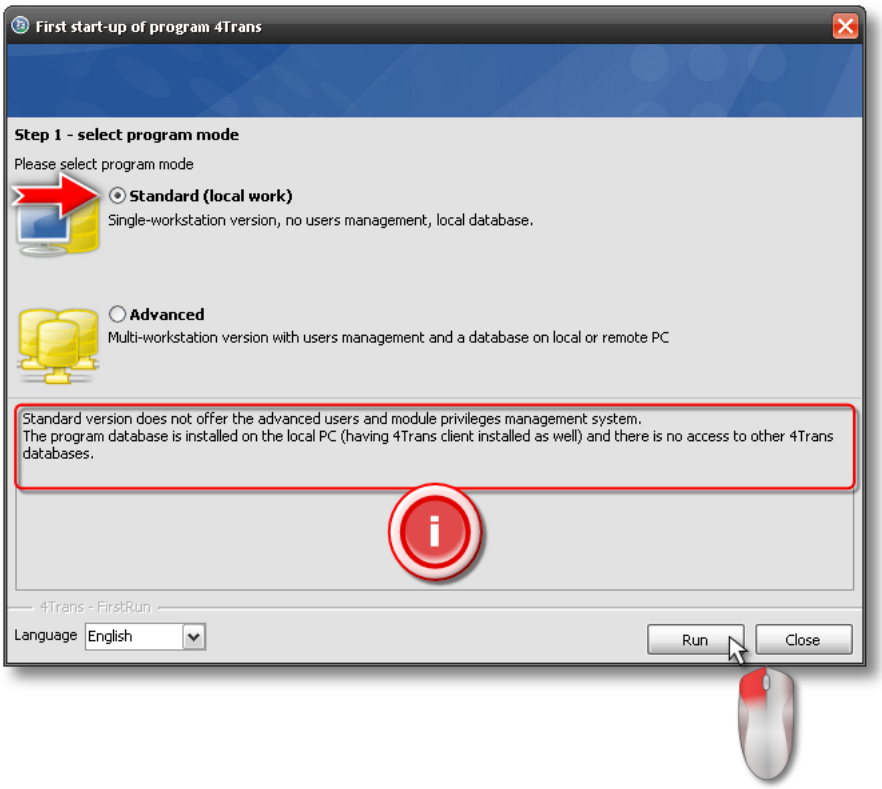

First start-up of program 4Trans
Step 1 - select program mode
Please select program mode
Standard (local work)
Single-workstation version, no users management, local database.
Advanced
Multi-workstation version with users management and a database on local or remote PC
Standard version does not offer the advanced users and module privileges management system.
The program database is installed on the local PC (having 4Trans client installed as well) and there is no access to other 4Trans databases.
4Trans - FirstRun
Language
English
Run
Close

Fig. Base on the local computer.

If this operation mode is suitable, click the button: Run (Fig. above), then the program will start to install the database.

During the installation process of the 4Trans TachoScan Server database the free version of Microsoft SQL Server 2000 Desktop Edition is installed. The use of this version of the system is allowed, in the case of systems up to 5 workstations. The maximum size of free database version is limited to 2 GB, after exceeding this value there is a risk of data loss or damage to the database. In such cases it is necessary to purchase the commercial version of Microsoft SQL Server 2005 or 2008.

After 4Trans Server installation was complete windows restart is needed.

Upon completion of database installation, the program can display two different windows:

- **Window: Activate company selection**

  Click LMB on the icon in this window to add a company (see: "Companies 109"):

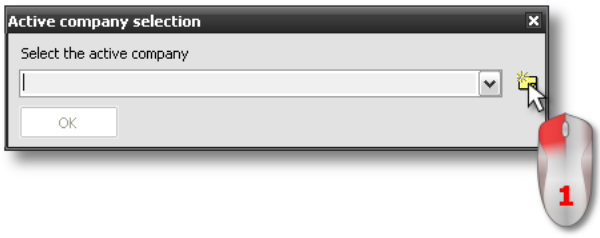


Fig. Active company selection.

  Upon selection, a proper program window will activate.

- **Window: Import from TachoScan**

  If an old TachoScan version is installed in the computer where the program is being installed, the window: "**Import from TachoScan**" (Fig. bellow) will be displayed,

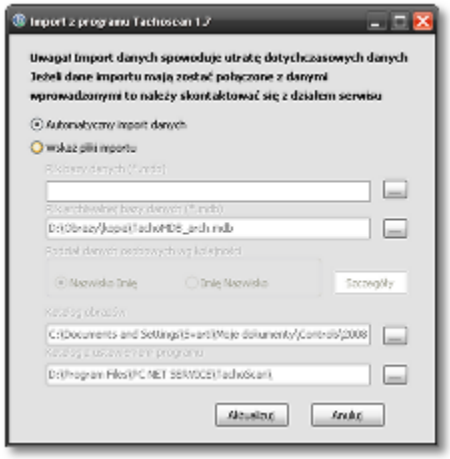

Import z programu Tachoscan 1.7
Uwaga! Import danych spowoduje utratę dotychczasowych danych
Jeżeli dane importu mają zostać połączone z danymi
wprowadzonymi to należy skontaktować się z działem serwisu
Automatyczny import danych
Wskaż pliki importu
Aktualizuj
Anuluj

Fig. TachoScan Import Window.

where you can select, as needed:

Canceling of import

If you don't want to import data from TachoScan program, click the button: Cancel.
The program will display the active company selection window, where upon clicking LMB on the icon you should add a company (see: "Companies 109"):

Fig. Active company selection.

Upon selection, a proper program window will activate.

Automatic data import

*The computer where "**automatic data import**" is activated must have the (old) TachoScan program installed together with the database to import data from.*

When selecting the automatic option (Fig. bellow) please remember that the import function will be based on (old) TachoScan program settings, namely:

- data will be imported from the current database, on which TachoScan works,
- data will also be imported from the archive database through the path input in TachoScan program settings,
- there is one field for entering driver's first name and surname in TachoScan program, whereas the new 4Trans TachoScan program contains two fields for entering driver's first name and surname separately. By default, automatic import will assign driver's surname to the first segment and the first name to the second one.
- discs images and digital reading files will be copied to the default directory in 4Trans TachoScan program on the basis of the image directory path entered in TachoScan program settings.
- TachoScan program settings will be transferred to the new 4Trans TachoScan

program on the basis of a file located in TachoScan program working directory.

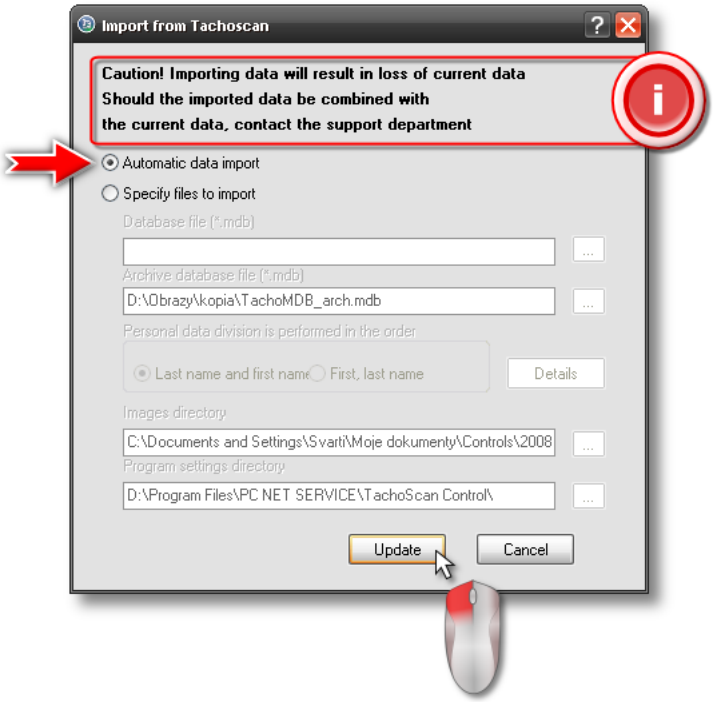


Fig. Automatic data import.

*To change import settings, use the second option: "**Specify files to import**" described below.*

After clicking LMB on the button: Update the program will start to import data.

The program will be started upon data import completion.

Specify files to import

*Import from TachoScan program using the second option: "**Specify files to import**", does not require the (old) TachoScan program installed beforehand. However, please remember to indicate correct paths to the files described below.*

The second option enables setting the following paths:

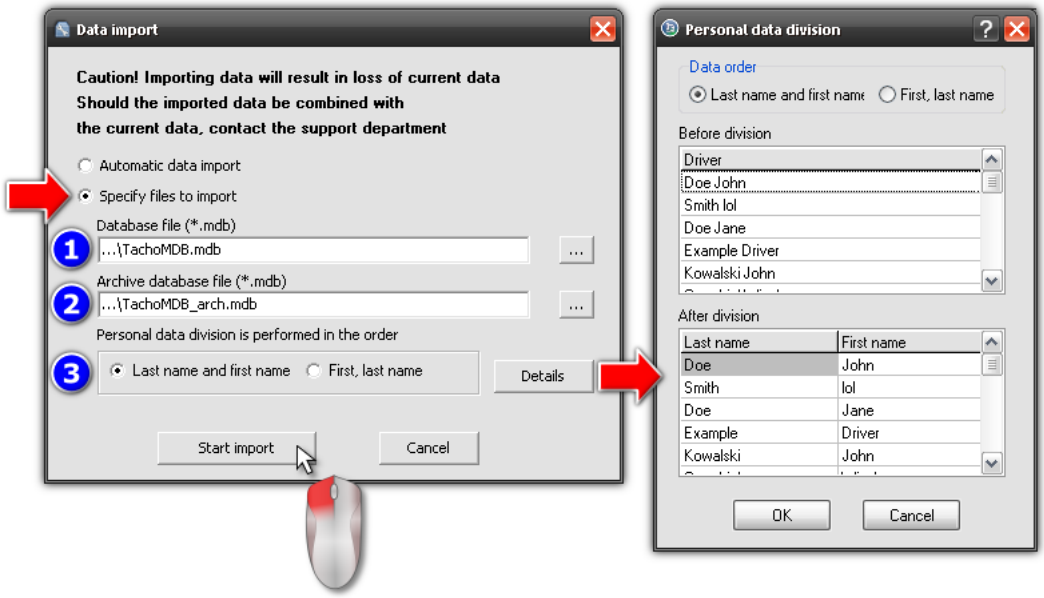


Fig. Indicating import files.

- (item 1 - Fig. above) to TachoScan program database (default file name: "**TachoMDB.mdb**"), from which to import data,
- (item 2) to the archive TachoScan program database (default file name: "**TachoMDB_arch.mdb**") - optionally,
- (item 3) select the manner of splitting driver's name after clicking the button: Details you can preview the manner of recording drivers in the database and select a relevant manner of splitting them,
- (item 4) to images directory, where the images of tacho discs and digital reading files are stored - optionally,
- (item 5) to the program settings directory (by default: it is the working directory of TachoScan program - "**C:\Program Files\INELO\TachoScan**").

There is one field for entering driver's first name and surname in (old) TachoScan program, whereas the new 4Trans TachoScan program contains two fields for entering driver's first name and surname separately.

After clicking LMB on the button: Update the program will start to import data.

If the program has been installed using advanced options, the next step will be:" Logging mode 72", otherwise the proper program window will open.

During start-up, the program will create automatically folders, where tacho image files, digital reading files, documents will be stored together with the database backup copy.

*Default path: "**...\User\My Documents\INELO**",*
*where: **User** - name of a user logged on to the Windows.*

Advanced

Please, read the description in the window (Fig. bellow).

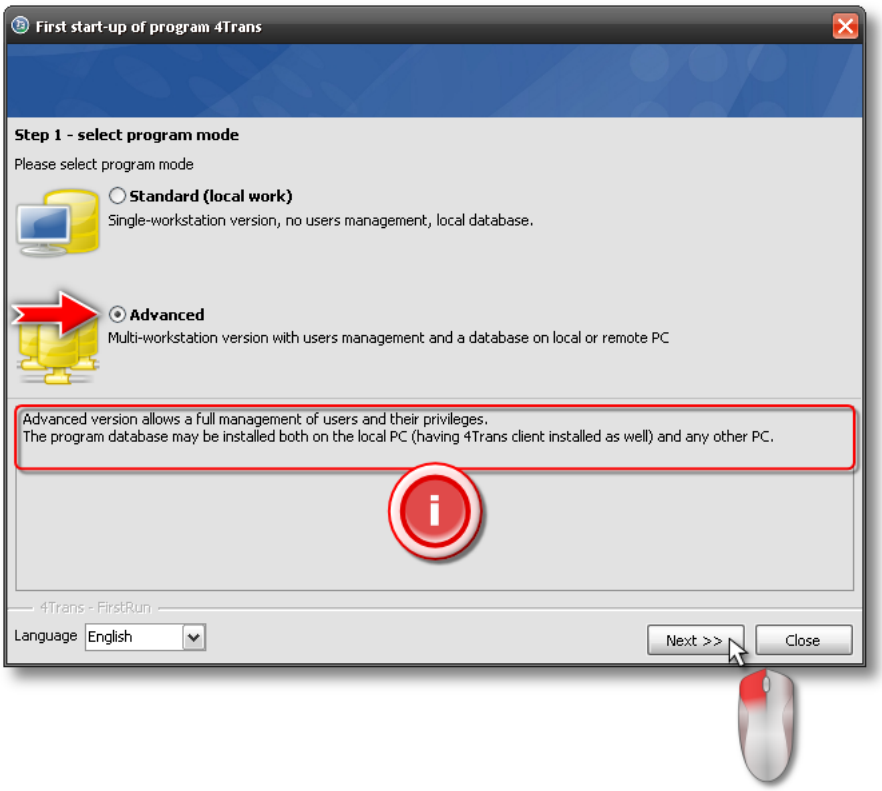

First start-up of program 4Trans
Step 1 - select program mode
Please select program mode
Standard (local work)
Single-workstation version, no users management, local database.
Advanced
Multi-workstation version with users management and a database on local or remote PC
Advanced version allows a full management of users and their privileges.
The program database may be installed both on the local PC (having 4Trans client installed as well) and any other PC.
4Trans - FirstRun
Language English
Next >>
Close

Fig. Advanced mode.

After clicking the button: Next >> the next window: "Server initiation 67" will be displayed.

7.1.1. Server initiation

After selecting the option: "**Advanced**" in the first step, the next window (Fig. bellow) will be displayed,

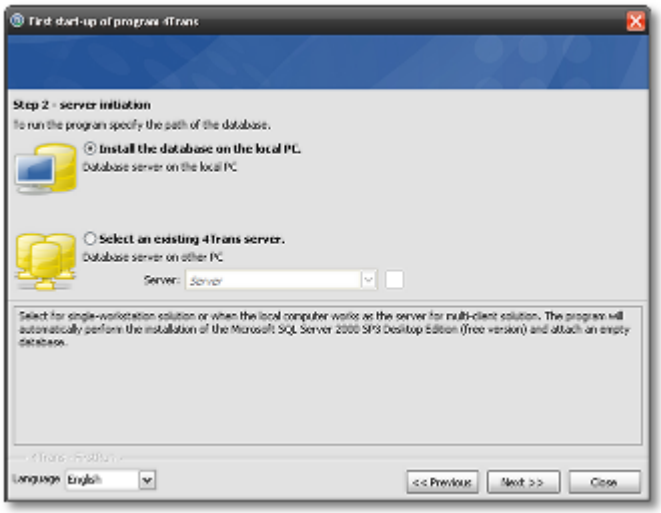


Fig. Server initiation.

where you should select, as needed:

Install the database on the local PC

Please, read the description in the window (Fig. bellow).

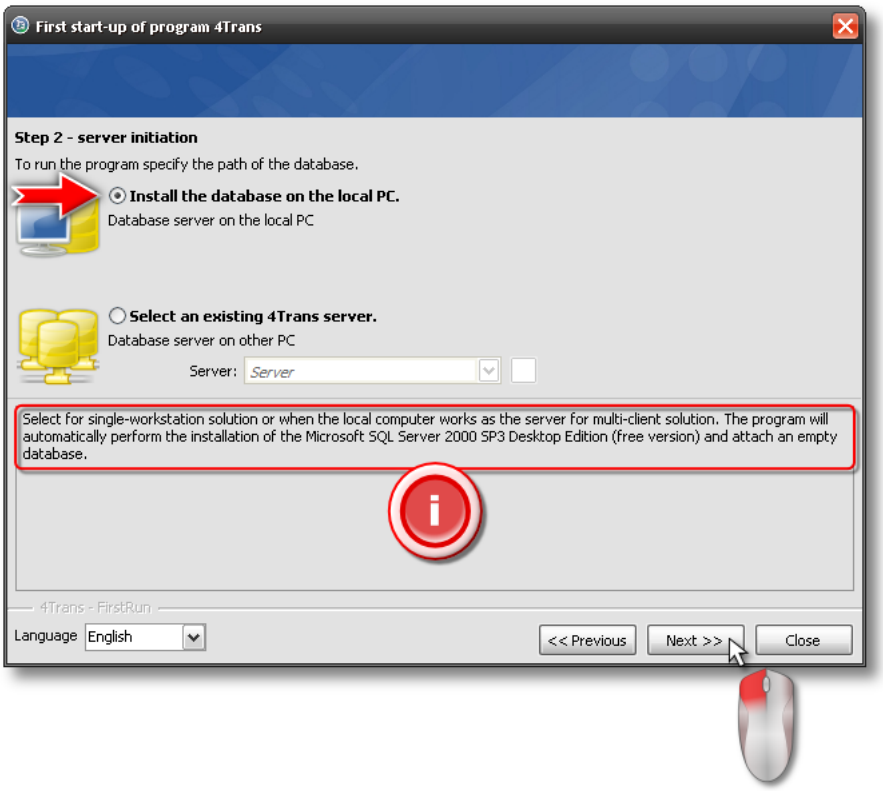

First start-up of program 4Trans
Step 2 - server initiation
To run the program specify the path of the database.
Install the database on the local PC.
Database server on the local PC
Select an existing 4Trans server.
Database server on other PC
Server:
Server
Select for single-workstation solution or when the local computer works as the server for multi-client solution. The program will automatically perform the installation of the Microsoft SQL Server 2000 SP3 Desktop Edition (free version) and attach an empty database.
4Trans - FirstRun
Language
English
<< Previous
Next >>
Close

Fig. Install the database on the local PC.

During the installation process of the 4Trans TachoScan Server database the free version of Microsoft SQL Server 2000 Desktop Edition is installed. The use of this version of the system is allowed, in the case of systems up to 5 workstations. The maximum size of free database version is limited to 2 GB, after exceeding this value there is a risk of data loss or damage to the database. In such cases it is necessary to purchase the commercial version of Microsoft SQL Server 2005 or 2008.

After 4Trans Server installation was complete windows restart is needed.

After clicking the button: Next >> the next window: "Initialize the database 70" will be displayed.

Select an existing 4Trans TachoScan server

Please, read the description in the window (Fig. bellow).

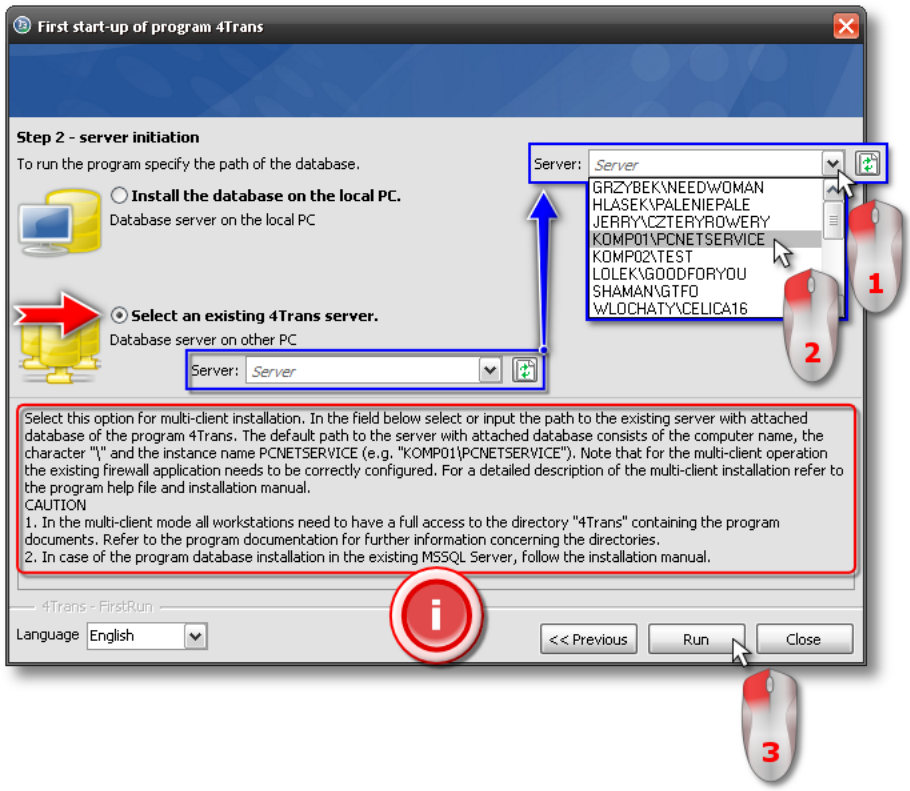

First start-up of program 4Trans
Step 2 - server initiation
To run the program specify the path of the database.
Install the database on the local PC.
Database server on the local PC
Select an existing 4Trans server.
Database server on other PC
Server:
Server
GRZYBEK\NEEDWOMAN
HLASEK\PALENIEPALE
JERRY\CZTERYROWERY
KOMP01\PCNETSERVICE
KOMP02\TEST
LOLEK\GOODFORYOU
SHAMAN\GTFO
WLOCHATY\CELICA16
1
2
3
Select this option for multi-client installation. In the field below select or input the path to the existing server with attached database of the program 4Trans. The default path to the server with attached database consists of the computer name, the character "\" and the instance name PCNETSERVICE (e.g. "KOMP01\PCNETSERVICE"). Note that for the multi-client operation the existing firewall application needs to be correctly configured. For a detailed description of the multi-client installation refer to the program help file and installation manual.
CAUTION
1. In the multi-client mode all workstations need to have a full access to the directory "4Trans" containing the program documents. Refer to the program documentation for further information concerning the directories.
2. In case of the program database installation in the existing MSSQL Server, follow the installation manual.
4Trans - FirstRun
Language English
<< Previous
Run
Close

Fig. Selecting the server from another PC.

Summing up, this option can be selected only when:

- the program connects with an existing server that has the 4Trans TachoScan database connected beforehand.

To connect to the existing server with the 4Trans TachoScan database:

- click the button: (item 1 - Fig. above),
- select a desired server from the list (item 2),
  - clicking on the icon: will refresh the list of servers.

If a desired PC is not on the list of servers, please make sure that PC-server communication has been unlocked through the ports:

- *the TCP port for the MS SQL Server (how to find the port number? - see: "TCP/IP Port for MS SQL Server 78"),*
- ***1433**, **1434** at **UDP** protocol,*
- *possibly for HASP Manager check **475** port at **UDP** and **TCP** protocol - if the network license key is installed on the same PC.*

You will find the description of the Windows XP SP-3 firewall in the clause: "Configuration of the XP SP-3 firewall 76".

After installation of 4Trans TachoScan program server IT IS NOT RECOMMENDED to change the name of the PC, on which the server has been installed.

If you want to connect 4Trans TachoScan database to an existing MSSQL server, go to the topic: "Attaching and Detaching the database 48".

The program will be started after connecting to 4Trans TachoScan, server is completed (see: "Logging mode 72").

If the program displays the window: "**Initialize the database**", this means that the database it has connected to is empty. Make a proper selection in this window (see: "Initialize the database 70").

7.1.1.1. Initialize the database

After selecting the option: "**Select an existing 4Trans TachoScan server**" in the second step, the next window will be displayed,

where we can check or not, as needed:

Import the data from the TachoScan program

Please, read the description in the window (Fig. bellow).

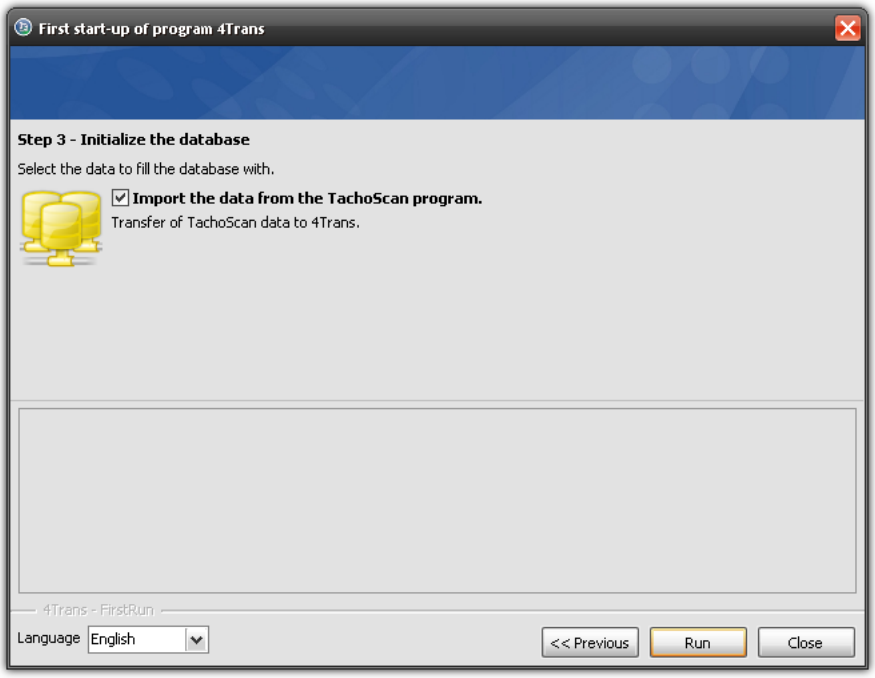

First start-up of program 4Trans
Step 3 - Initialize the database
Select the data to fill the database with.
Import the data from the TachoScan program.
Transfer of TachoScan data to 4Trans.
4Trans - FirstRun
Language English
<< Previous
Run
Close

Fig. Importing the data from the TachoScan programs.

After installing the database, the program will display the logging window - log on (administrator, password: "admin").

After correct logging on, a window will be displayed, where you can select:

Canceling of import

If you don't want to import data from TachoScan program, click the button: Cancel.

The program will display the active company selection window, where upon clicking LMB on the icon you should add a company (see: "Companies 109"):

Fig. Active company selection.

Upon selection, a proper program window will activate.

Automatic data import

*The computer where "**automatic data import**" is activated must have the (old) TachoScan program installed together with the database to import data from.*

When selecting the automatic option (Fig. bellow) please remember that the import function will be based on (old) TachoScan program settings, namely:

- data will be imported from the current database, on which TachoScan works,
- data will also be imported from the archive database through the path input in TachoScan program settings,
- there is one field for entering driver's first name and surname in TachoScan program, whereas the new 4Trans TachoScan program contains two fields for entering driver's first name and surname separately. By default, automatic import will assign driver's surname to the first segment and the first name to the second one.
- discs images and digital reading files will be copied to the default directory in 4Trans TachoScan program on the basis of the image directory path entered in TachoScan program settings.
- TachoScan program settings will be transferred to the new 4Trans TachoScan program on the basis of a file located in TachoScan program working directory.

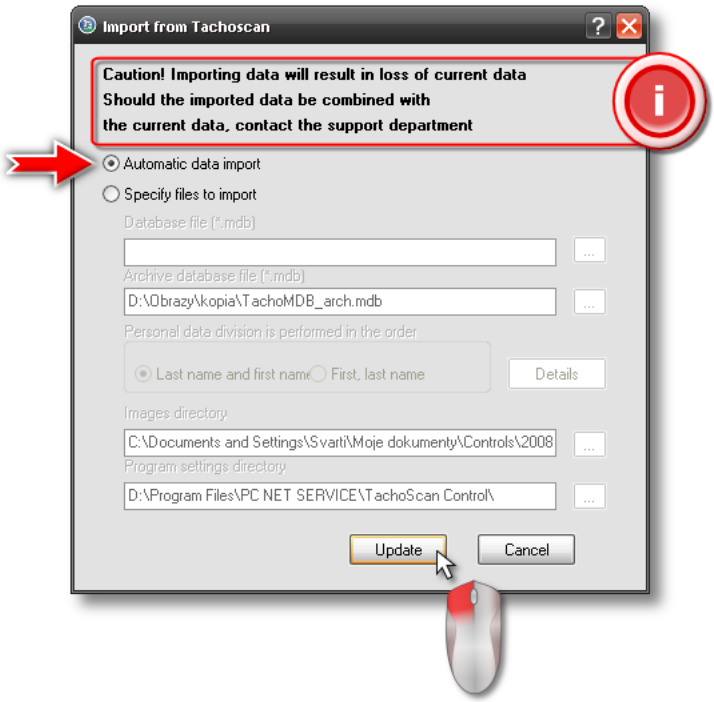


Fig. Automatic data import.

*To change import settings, use the second option: "**Specify files to import**" described below.*

After clicking LMB on the button: Update the program will start to import data.

The program will be started upon data import completion.

Specify files to import

*Import from TachoScan program using the second option: "**Specify files to import**", does not require the (old) TachoScan program installed beforehand. However, please remember to indicate correct paths to the*

files described below.

The second option enables setting the following paths:

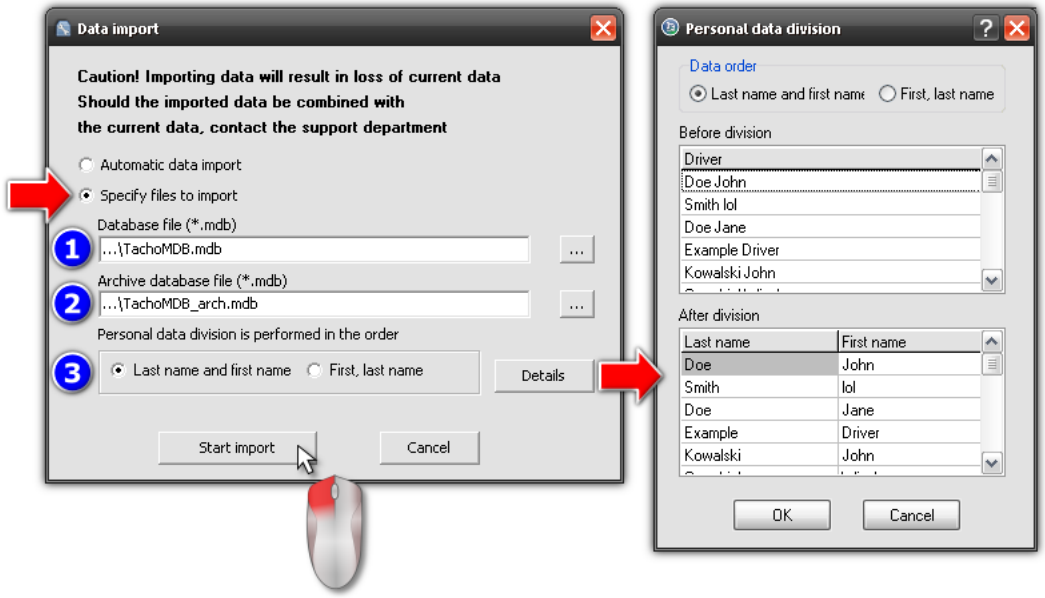


Fig. Indicating import files.

- (item 1 - Fig. above) to TachoScan program database (default file name: "**TachoMDB.mdb**"), from which to import data,
- (item 2) to the archive TachoScan program database (default file name: "**TachoMDB_arch.mdb**") - optionally,
- (item 3) select the manner of splitting driver's name after clicking the button: Details you can preview the manner of recording drivers in the database and select a relevant manner of splitting them,
- (item 4) to images directory, where the images of tacho discs and digital reading files are stored - optionally,
- (item 5) to the program settings directory (by default: it is the working directory of TachoScan program - "**C:\Program Files\INELO\TachoScan**").

There is one field for entering driver's first name and surname in (old) TachoScan program, whereas the new 4Trans TachoScan program contains two fields for entering driver's first name and surname separately.

After clicking LMB on the button: Update the program will start to import data.

If the program has been installed using advanced options, the next step will be:"Logging mode 72", otherwise the proper program window will open.

When data are imported from TachoScan or Settlements programs, also the list of the cities recorded in the imported base is transferred.

7.2. Logging mode

Select the topic in question:

Logging

After program installation in the database, there exists only one "**Administrator**" account, to which to log on. We enter: "**administrator**" as a user, password: "**admin**".

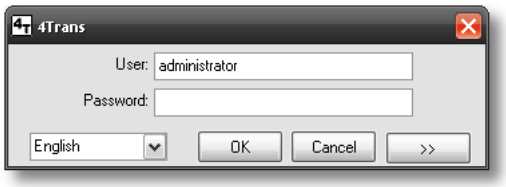


Fig. Simple logging.

Advanced logging, the button: >>

In order to change a server or network key option, select the button: >> (Fig. bellow):

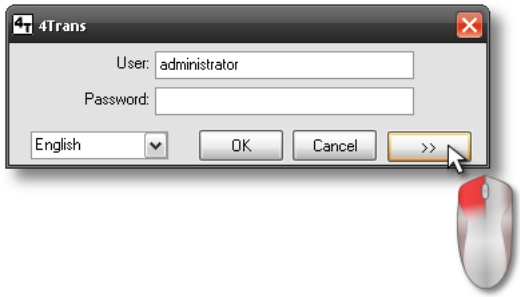


Fig. Button ">>"

The log window will be expanded with additional options:

Fig. Advanced options

- **Server** (Fig. above)
  This is a drop-down list of MS SQL servers available (visible) in the network. In order to refresh the list, push the button: (Fig. above). If, due to some unpredictable reasons, the server which we want to connect to is not visible, then you can type in its name.
- **Use specific address**
  This is a drop-down list of available (visible) HASP license managers. In the case when a HASP Manager 44 is active on the computer that is logging to a domain different than the computer with installed 4Trans TachoScan client, then the client will not be connected to this manager as a default one. It is necessary to activate this option and type the IP address of the computer along with installed HASP Manager.
  If, however, this option is unchecked, the program searches the network for active HASP license managers (only in the domain to which the computer is logged);

- **Set timeout**
  This option makes it possible to set timeout ([s] – seconds) that the program should wait for response from computers when searching for key managers in the local network – increasing the time limit to more than 1 second is justified in the case of a low network transmission rates.

Paths settings

After you have logged a window will be displayed on which three paths to directories should be set:

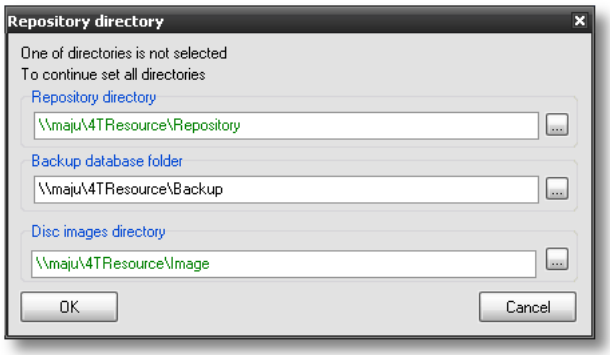


Fig. Repository directory.

- to TachoScan module files (default path "...\My Documents\INELO\TachoScan"),
- to back-up copy (default path "...\My Documents\INELO\Backup"),
- to the folder with documents (default path "...\My Documents\INELO\Documents").

Paths can be typed using the keyboard or chosen by clicking the button: ... .
If a path to a folder is correct, it will be shown in green. Similarly, an incorrect path will be shown in red.

If the system operates in the network with several positions, the paths need sometimes be set to remote computers. A user logged on a computer must have full access to the INELO catalogue made available to him.

Granting rights / privileges

The 4Trans TachoScan can be used by many users simultaneously, each user works within the authorization set by the administrator. The administrator has control over users, creating their accounts and granting them appropriate rights.

A standard menu is not available for the administrator but he can use advanced settings, such as: Setting paths to directories, setting parameters to create a copy of data base, managing users and access rights and registering new files.

In order to grant licenses to a user (users) you need to log on to the program as "**Administrator**" (see the topic above "**Logging**"), and then:

- from the menu Basic data 109 select option Settings 81 and add a new user in the option users 94.
- In the Templates 88 add a new license pattern and attribute it to a user.

Database backup settings

Use menu "**program settings**", option Database backup settings 91, to define the frequency for the backup copy and the type of the copy to be created.

7.3. Activating the program

After purchase the 4Trans TachoScan requires activation (unless you paid directly). Prior to activation, a window informing about the required activation appears and you are asked to enter respective code (Fig. bellow).

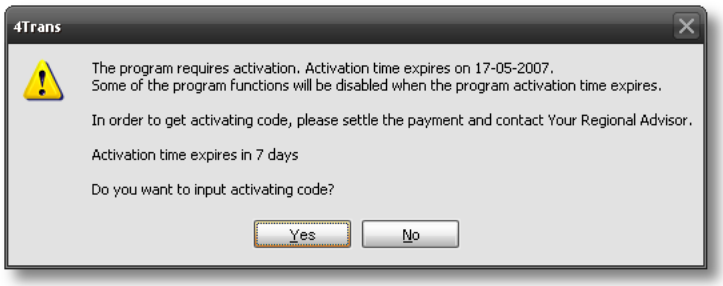

4Trans
The program requires activation. Activation time expires on 17-05-2007.
Some of the program functions will be disabled when the program activation time expires.
In order to get activating code, please settle the payment and contact Your Regional Advisor.
Activation time expires in 7 days
Do you want to input activating code?
Yes
No

Fig. Activation window

There are 2 possible reactions now:

- Yes -the following window (Fig. bellow) for activation code input appears,

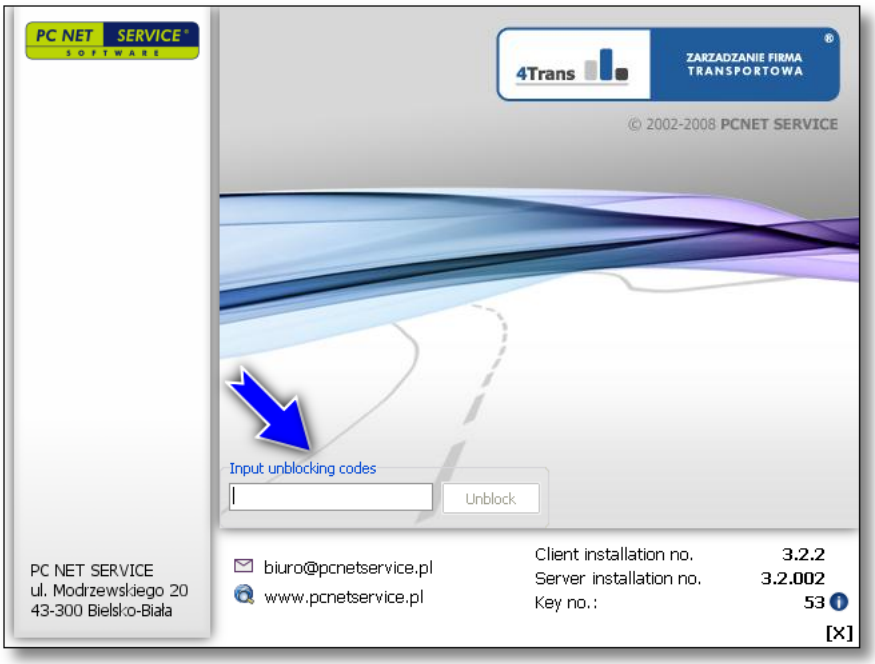


Fig. Codes window

- No - continue to work with the program without activation.

If the program is not activated within the specified time limit, it will be blocked.
If an improper activation code is entered 3 times, the license key will be blocked permanently. In this case it is necessary to refer to the producer's intervention service that is provided against payment, according to the actual INELO price list.

7.4. Configuration of the XP SP-3 firewall

System firewall is always installed during updating Windows XP system with Service Pack 3. To open the firewall configuration window you need to open:

Control panel -> Windows firewall

or, in the case of category view in the Control Panel:

Control panel -> Security Center -> Windows firewall (window bottom)

Security Center:

Start -> Run

and start the "**firewall.cpl**" file in the start winow.

Adding a port (UDP or TCP protocol)

In order to add an additional port you meed to select the Exceptions tab at the top and click the button Add Port... (Fig. bellow).

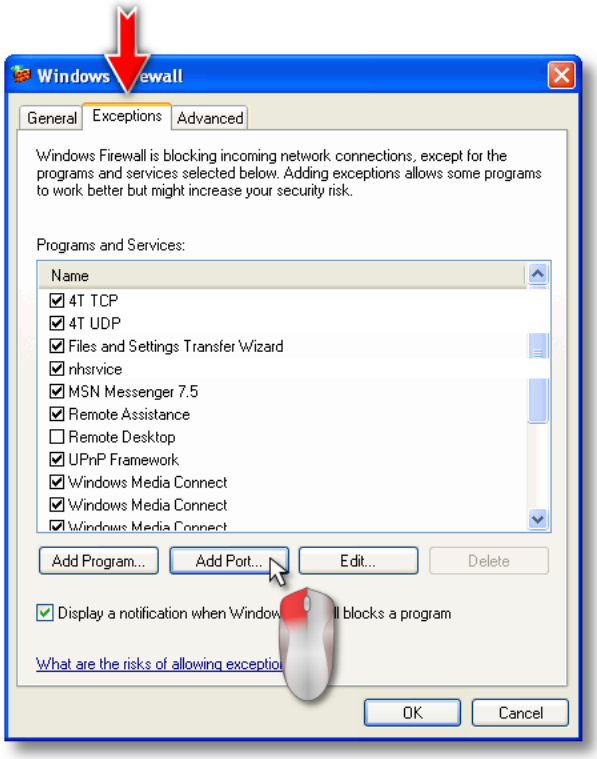


Fig. Main window of the windows firewall.

In the new window (Adding a port, Fig. bellow) fill appropriate fields:

- in the Name field insert a name for the exception (e.g. „"4Trans TachoScan UDP1434"),
- in the Port Number field insert the port number which you want to make available (e.g. 1434),
- and select the protocol on which the said port is to operate (e.g. UDP).
- ports to be made available:
  - the **TCP** port for the MSSQL sever (how to find the port number? - see: TCP/IP Port for MS SQL Server 78)
  - port **1433** and **1434** through **UDP**,
  - for HASP Manager **475** through **UDP** and **TCP**.

When we want to insert a different port or a different protocol we repeat the operation of port adding and insert appropriate settings.

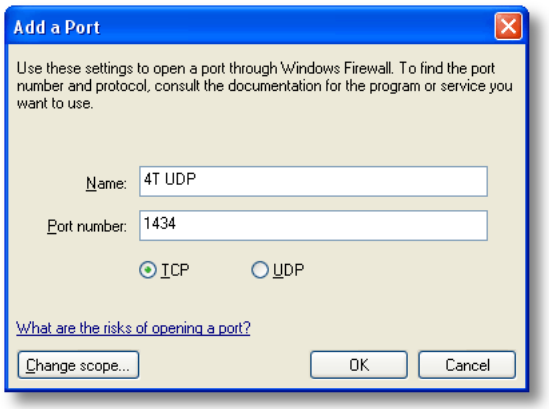

Add a Port
Use these settings to open a port through Windows Firewall. To find the port number and protocol, consult the documentation for the program or service you want to use.
Name:
4T UDP
Port number:
1434
TCP
UDP
What are the risks of opening a port?
Change scope...
OK
Cancel

Fig. Port adding window.

Adding applications or programs.

In order to add an additional program to exceptions of the firewall you need to select the Exceptions tab and click the button Add Program... (Fig. bellow).

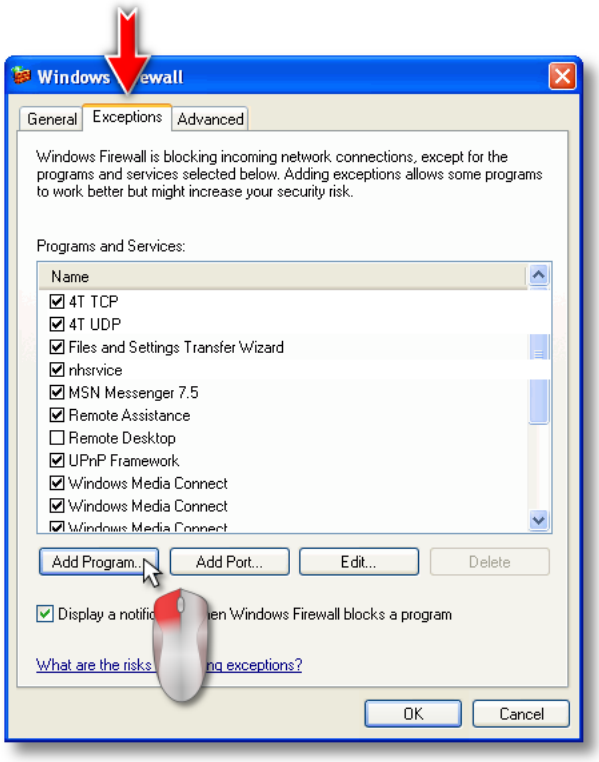


Fig. Main window of Windows firewall - program adding.

The list of the programs installed in the system appears in the new window (Program adding, Fig. bellow). To add any program of exe type, enter a path to a file in the Path field or choose it with the button Browse....

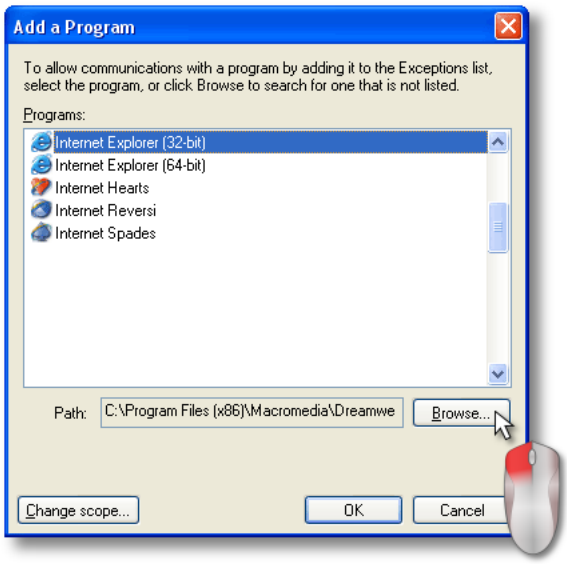


Fig. Program adding window.

Then choose a desired file from the list of files: in case of the HASP Manager program, choose the file "**C:\WINDOWS\system32\nhsrvice**") (Fig. bellow).

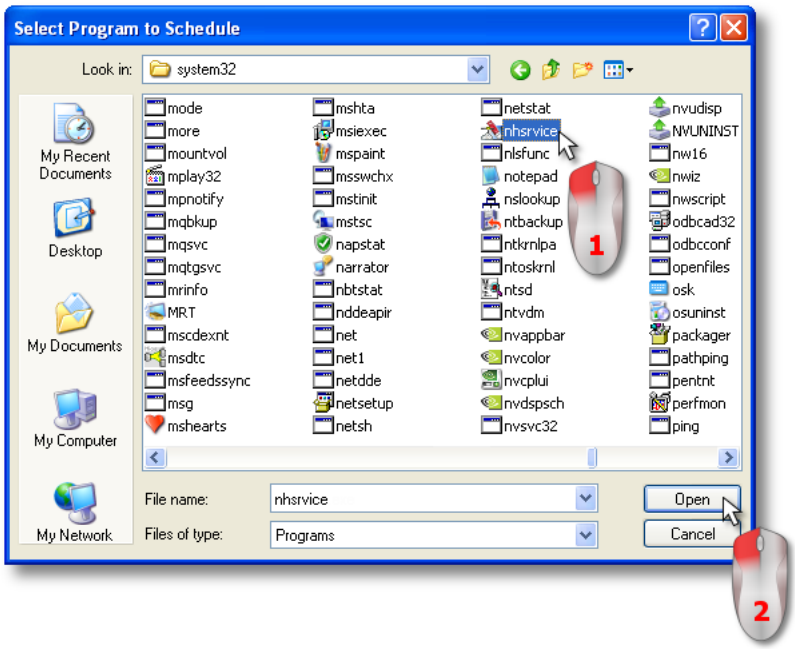


Fig. File selection.

7.5. TCP/IP Port for MS SQL Server

To read out the number of TCP/IP port for MSSQL server:

1. Start the program "**SQL Utility**" from menu:
   Start -> Programs -> INELO -> SQLDatabase.
2. Select the TCP/IP field in the right panel (item 1 - Fig. bellow) and click Properties (item 2).

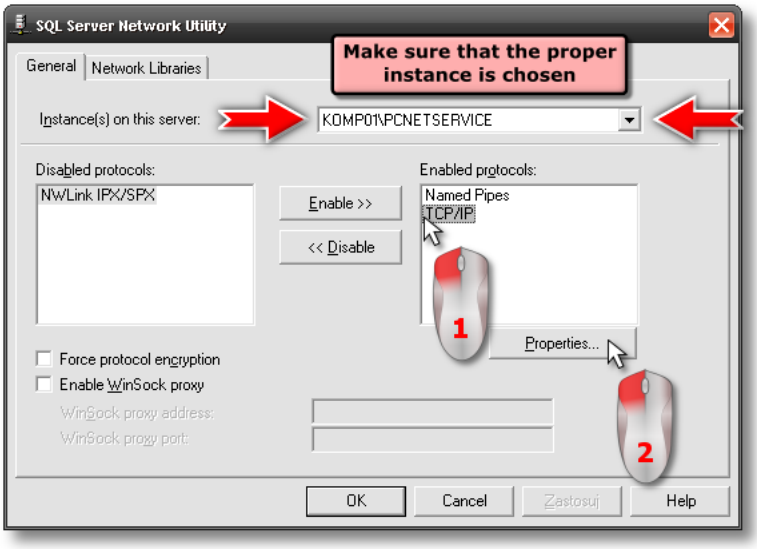


Fig. Main window of SQL Utility.

3. A port created dynamically during installation, on which the created database operates, is displayed in a new window (Fig. bellow) in the Default Port field. Copy it (e.g., Ctrl + C) and configure existing firewall programs to enable communication with this port on **TCP**.

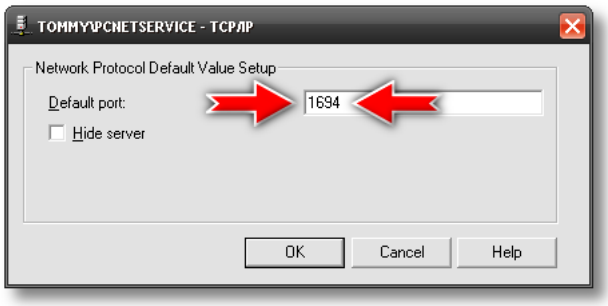


Fig. TCP/IP window with the default port of the installed base.

You can find the description of FIREWALL for a server with the installed Windows XP SP-3 in the section: "Configuration of the XP SP-3 firewall 76".

4. In case of program base malfunction, e-mail the content of the logging file (4Trans_log.txt in the directory "**My Documents**") to INELO (e.g., via email to support@inelo.pl). The file can also be opened from the menu:

   Start -> Programs -> INELO -> SQLDatabase -> Install Logs.

8. Software update - Updater

Updater is a separate application that acts as a tool for monitoring and updating the 4Trans TachoScan software.

It is launched together with the main program, but is invisible. To open the Updater window, click on the icon: , in the system tray (next to the system date, to the right of the START bar).

Upon connecting, the program will display the information described below:

Fig. Updater window.

- (item 1 - Fig. above) the name of the software installed;
- (item 2) your program version number;
- (item 3) current program version number;
- (item 4) the date of the end of program warranty period:
  - "**Date to**" means that program warranty is valid by the end of the date given in this column,
  - "**expired**" – means that the warranty for this software has expired (the date given in brackets is the warranty expiry date),
- (item 5) update status:
  - "**download**" – clicking this word will start the download process, and then the installation of the current software version (see: "Download and Installation 80"),

*The option: "**download**" will be displayed, provided that:*
1. The version of your program is older than the one available on the server.
2. The warranty for the program is valid.

  - "**more...**" - clicking this word activates the process of ordering warranty for the specified program (see: "Ordering warranty 81");

*The option: "**more...**" will show when the warranty for a given program expires.*

  - "**OK**" - the program is up-to-date;
- The use of the button: **[Refresh]** enables you to reconnect to the producer's server and download the latest information.
- Whereas the use of the button: **[Change language]** enables you to change the language of the information displayed.
- The button: **[Minimize]** minimises the above window to the bar.

8.1. Download and Installation

To update software you should:

1. Download the latest program version – click on: "**download**".
   The program will start downloading the update. The download progress is visible in a new

window.

You can continue working on your PC while downloading the update.

2. When the data download process is finished, the program will start to install the new version automatically.
3. Follow the commands of the update program during the installation.

8.2. Ordering Warranty

If the warranty for a given program expired, the word: "**more...**" will be displayed in the Updater window. This means that you may not update your program to the latest version.

You must contact the INELO Stocerz Sp. J. Customer Service Department to renew the warranty for your software.

To do this, click the left mouse button on the word "**more...**".

The update software will activate a web browser with the site open on the "**Enquiry**" form that is to be filled in correctly and mailed.

A Customer Service Department representative will contact you within one working day to confirm and specify your order. The Customer Service Department representative will also notify you about the date of program warranty renewal.

9. Administration Panel

To call up the Administration Panel log as "**Administrator**" to the program (the default password is: "**admin**").

If your program starts without opening the login window you should run the program from Start menu:
***Start -> All programs -> INELO -> 4Trans -> Administrator**.*
An option to enable/disable login window is available in program settings (see: "Support 87") on the administrator account.

Available options:

9.1. Settings

Setting functions visible on the admin's account:

*Menu available only on the **administrator's** account.*

9.1.1. Main

Window with main settings contains basic settings to manage the program.

General settings:

Other settings

Help always on top.

If this option is indicated, then the Help window will not be covered by other windows.

Create log

If this option is indicated, the program will save encountered internal work-related errors to Log.txt file located in its main catalogue. This file can be sent to INELO in order to prevent occurring such errors in the future.

Generate reminders automatically

If this option has been indicated, the program will display reminders informing about events such as security expiration, etc.

Turn off reports about errors

If this option has been ticked, if an error occurs during the program operation, the report with so-called error-report will not be displayed.

Active company

Choosing a company

Choosing an active (default) company causes that the program will automatically suggest the name in the "**Company**" fields, e.g. when adding a new driver or a vehicle.

Own companies only

Company names with the status: "**own company**" will be displayed in the active company selection field (see: "Basic data -> Companies 109").

Driver and company

Display after the driver's name abbreviation of the company name the driver works with

On the lists where drivers are chosen, next to names, an abbreviated form of the company for which they work will be displayed. This option is especially useful if the same driver is employed by at least two companies.

Default undertaking in the attestation of activities

Active company

An active company will be displayed by default in the business activity certificate adding window.

Company [...]

Irrespective of a user and active company, a company selected in this option will be displayed by default in the business activity certificate adding window.

Date and time format

A group of options allows you to select a date and time format and date separator.

The aforementioned settings are also available on users' accounts. Options set up by the administrator are of GLOBAL meaning – all newly-added users inherit these.

9.1.1.1. Lists appearance settings

Settings options are grouped in the fields:

Lists fonts.

This option makes it possible to change font on the lists (list of companies, drivers, etc.). Program menu font will not be changed.

Colors

Lists header color

Change of color for the lines background in the list headings.

Highlighted header color

Change of color for the background of a marked column in the list heading.

Lists background color

Change of color on the list's background.

List options

Open editing windows in tabs

Each window of item adding/editing in a given list will open as the next tab.

Set colors on companies list according to customer status

In the company adding/editing window, in "Basic data 109" bookmark, it is possible to define the "**Company status**". In "Libraries 118" ", colour may be changed for a specific position of company status. After selecting that option in the companies list, contractors will be displayed in specific colours depending on the selected company status.

The aforementioned settings are also available on users' accounts. Options set up by the administrator are of GLOBAL meaning – all newly-added users inherit these.

9.1.1.2. Menu appearance settings

You can change the appearance of the menu main bar in this window:

Menu main bar

Category background color

Through this option you can change category (header) background color of a commands group (Fig. bellow),

Category text color

Through this option you can change category (header) text color of a commands group (Fig. bellow).

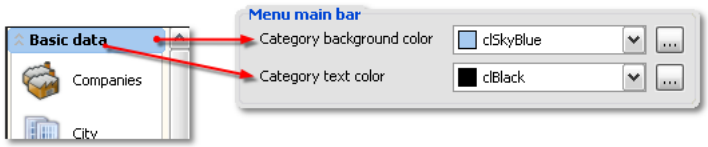


Fig. Menu main (side) bar settings.

Toolbar options

Display the icon subtitles

Icon subtitles can be displayed in the top toolbar.

Cut icon subtitles

After marking this option, icon subtitles in the main toolbar will be cut to fit the width of an icon.

Show side bar

Display/hide the side toolbar with a group of program icons.

The aforementioned settings are also available on users' accounts. Options set up by the administrator are of GLOBAL meaning – all newly-added users inherit these.

9.1.2. Panel administracyjny

Administration panel contains a number of configuration and administrative settings relating to the fundamental mechanisms of program operation.

From the panel, you can configure the system users and their authorizations, you can make changes in the way the software is updated, you can also verify the license utilization for the individual modules of the system.

Administration panel is divided into tabs - click on the desired tab to open the settings window.

Available options depend on the authorizations granted by the system administrator.

9.1.2.1. Automatic updates

In this tab there are options concerning program update.

Automatically check for available updates

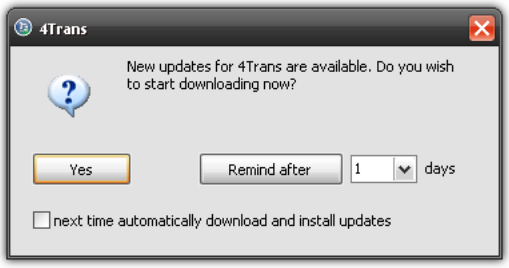
☑ ***Option checked*** - program will check via the internet in specified intervals whether the update is available. Depending on the option selected below an appropriate message will appear if the update is available.

☐ ***Option unchecked*** - program will not check whether the new version is available,

When updates are available then

ask what to do next

If this option is selected, then after the update is found the program will display a window (image below) with a corresponding message and a choice whether to start downloading the update files.



automatically download and install updates

Selecting this option results in the full automation of the update process. After the update is found the program will automatically start to download it. When the files are downloaded, the update will take place during the next prorgam start-up.

9.1.2.2. Security

*Menu available only on the **administrator's** account.*

The available options in this window.

Passwords

Use secure passwords (min. 8 characters, capital and small letters)

After checking this option during adding and editing a new user the program will prompt for 8 sign password with at least one capital letter and one regular letter. If the password is incorrect the program will not allow to save it.

Force password changing every ... days

With this option users are forced to change password for the access to program 4Trans TachoScan.

User activity

Record user activity

When the option is checked the program will record every operation (add, edit, delete) executed by the user in the 4Trans TachoScan program.

The recording user activity function works only in Main and TachoScan modules. The functionality in other modules will be enabled in successive 4Trans TachoScan versions.

Delete the history of user activity after ...

When the option is checked the program will consecutively delete any history of user activity that is older than the specified number of days.

9.1.2.3. Customize saving templates

*Menu available only on the **administrator's** account.*

The window with settings to customize saving templates allows defining (including) the fields that are required to be filled out in the chosen window before the program permits to save data.

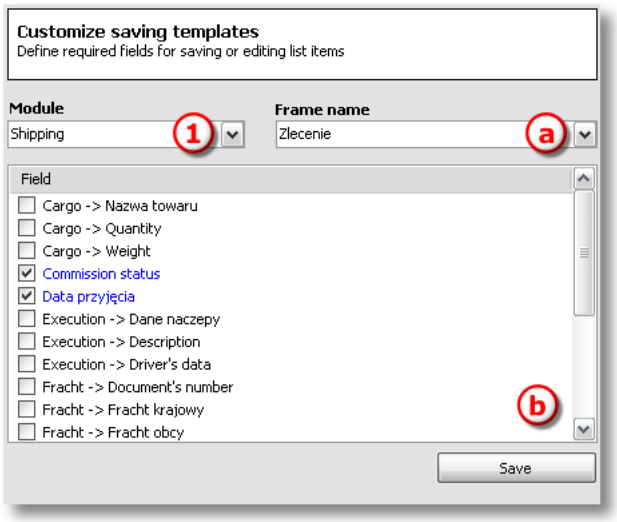


Fig. Customize saving templates.

To define which window is required to be filled out in order to save data from the window, you should:

- (item 1 - Fig. above) select the module that contains the desired window,
  - (item a) select the name of the window,
  - (item b) check appropriate fields that are required to be filled out.

The function that customizes the saving templates works only in the Shipping module. The functionality in other modules will be enabled in successive 4Trans TachoScan versions.

9.1.2.4. E-mail

In this window the following options are available:

Send an e-mail message to user responsible for unfinished task

This option applies to the modules where tasks are generated (Time schedule, certain registers of Fleet module), and a relevant user is made responsible for their completion.

- ☑ ***Option checked*** - the program, according to the settings below, will send an e-mail to the appropriate user reminding of task completion,
- ☐ ***Option unchecked*** - the program will not send any e-mail message,

E-mail reminding options

Send messages [...] days before deadline

Select how many days prior to the deadline for task completion the program is to send an e-mail reminder.

Configuration of outcoming mail server

Serwer poczty wychodzącej

Enter the address of outcoming mail server.

Port

Enter the number of port, through which e-mail messages will be sent (Default = 25).

User

Enter the name (login) of user having access to the e-mail.

Password

Enter the user access password.

9.1.2.5. List of used licences

Information about software licences used by other users/PCs is displayed in this window.

9.1.2.6. Countries

List of visible countries

Window related with Delegations module. All countries, which are featured in an Annex to the Act of amounts due in virtue of delegations (109 countries) appear in the list. In this bookmark it may be defined, which countries will be highlighted, and which will be hidden.

9.1.2.7. Support

This bookmark shows basic information pertaining to this topic:

- client's installation number,
- server's installation number,
- license number.

and the buttons:

Display the list of modules

Displays the list of all available program files along with their version (Fig. bellow). The list can be exported to a file by clicking the key: Export.

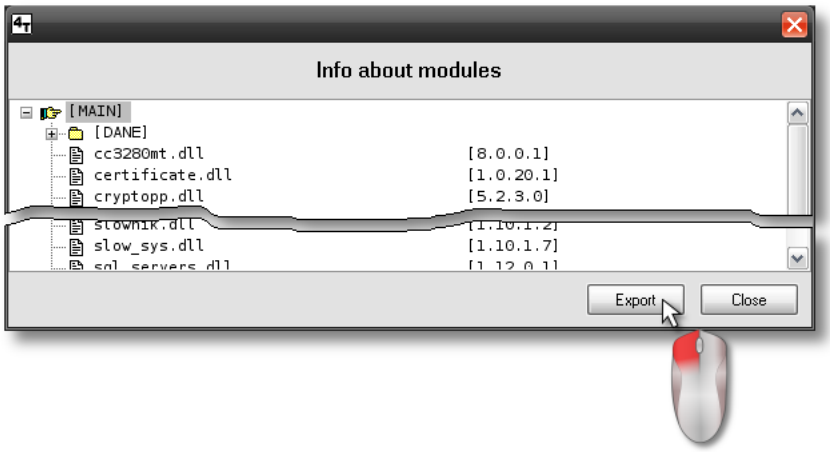


Fig. Window of available modules.

Display licence preview

Displays basic information contained in the license key (Fig. bellow).

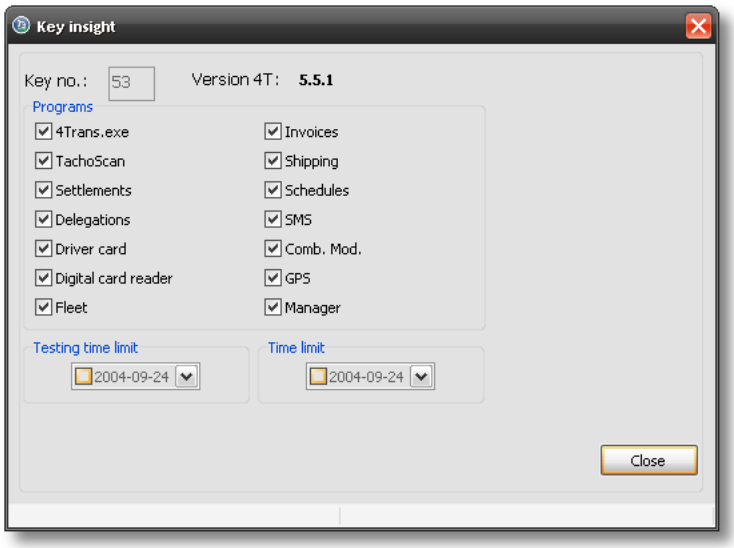


Fig. Window: "License key preview".

Send service report

After pressing this button a special service report is generated, it is to be sent if ordered so by the producer's service 272.

Database backup

According to the very name of the field, this field can be used to create a database backup copy **on request**. The copy is created in the folder that was previously specified in the "Database backup settings 91" window.

Program launch mode

There are two program launch modes available:

- **Standard** - the program is launched without the logging window. All functions set in the license key are available in the program.

The standard version of the program operates with the LOCAL license key only.

- **Advanced** - the logging window is displayed before each launch of the program, where you should enter a user and a password. Depending on privileges set for the user by the administrator, the program starts with defined functions and access rights.

9.1.2.8. Templates

*Menu available only on the **administrator's** account.*

This window is intended to manage privilege templates thus enabling to add new templates, modify and delete existing ones.

In order to add, change or delete a privilege template you need to use the main toolbar 100.

Default privilege templates cannot be edited or deleted – names of these templates are marked with bold font (see: Fig. bellow).

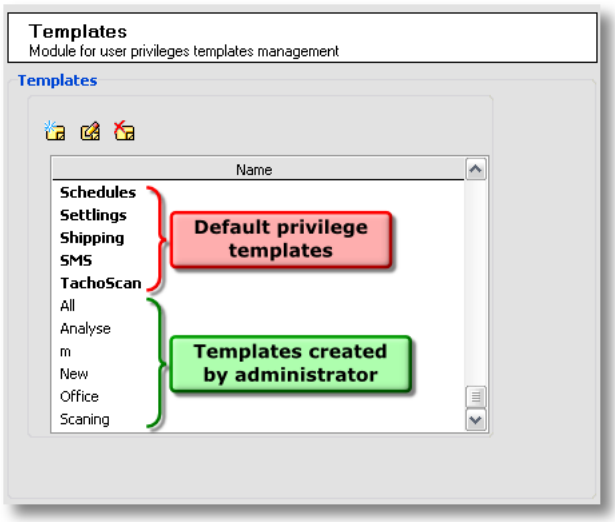


Fig. Program settings - templates.

In order to add a new template, type its name into the "**Name**" field and then click the Privileges edit button (Fig. bellow).

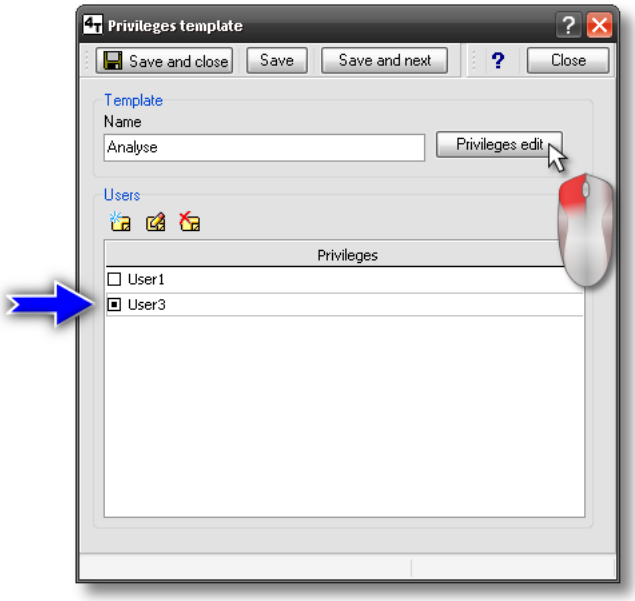


Fig. Privilege template – edition.

When the next window appears (Fig. bellow) click Yes, so that to be able to proceed to the add/ remove privileges.

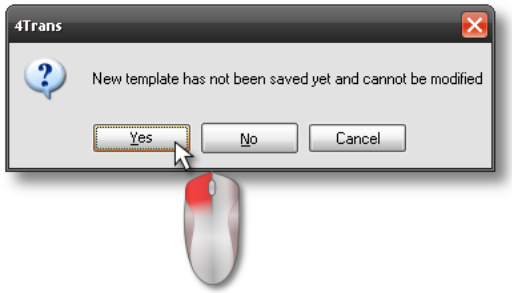


Fig. Confirmation of saving a template

This will open the window allowing to add or change privileges included in the content of the

template being created (Fig. bellow).

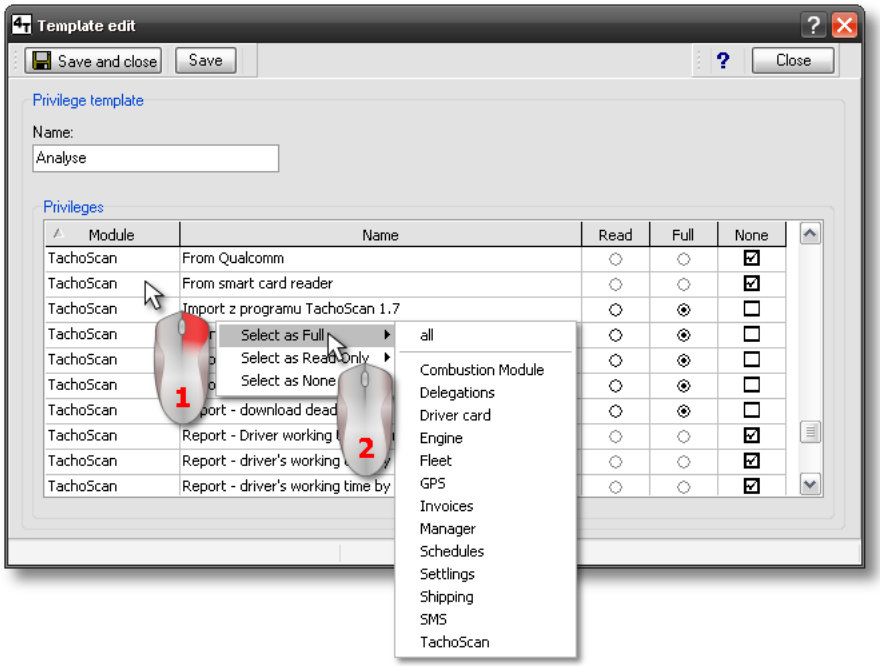


Fig. Privilege template – adding privileges

Any privileges visible on the list of privileges can be granted for the template being created or edited (reading, full, no).

Type and number of privileges depends on the type of modules that have been installed.

In the case of setting standard privileges for particular modules, click the list with the mouse right button and, depending on needs, select a module (Fig. above).

Having configured privileges you can assign this template to any number of listed users.

If privileges with different levels of access recur in template assigned to one user, the program will assign that user the highest possible ones available in these templates.

*1. Template: Analysis, privilege: monthly calendar, level of access: **NONE**.*

*2. Template: Settlements, privilege: monthly calendar, level of access: **READING**.*

*The two templates above have been assigned to a given user. Privileges for a monthly calendar recur but have different levels of access. The program will choose the highest level of access, i.e. the user will have access to **READ** the monthly calendar.*

9.1.2.9. Paths

*Menu available only on the **administrator's** account.*

Choosing paths

Path to the 4Trans TachoScan directory

Default path: "**...\My documents\INELO**".
Program main folder.

TachoScan module files path

Default path: "**...\My documents\INELO\TachoScan**".
Folders with the names that are short names of companies input in the program are created in TachoScan module files folder (default name: "**TachoScan**") - number of folders depends on the number of added companies. Whereas the following folders are created in these folders: "**Image**" folders (where tacho disc scan files are stored) and: "**Digital**" folder (where source files downloaded from driver cards and digital tachographs are stored).
It is the same folder of "**tacho images**", which we define during first start-up of the program. This path can be changed in the main settings window.

Path to the documents folder

Default path: "**...\My documents\INELO\Documents**".
Folders with the names that are short names of companies input in the program are created in the documents folder (default name: "**Documents**") - number of folders depends on the number of added companies. It is the same folder of "**documents**", which we define during first start-up of the program. This path can be changed in the main settings window.

9.1.2.10. Database backup settings

*Menu available only on the **administrator's** account.*

In the window "**Database backup settings**" you can configure frequency and type of a copy to be created.

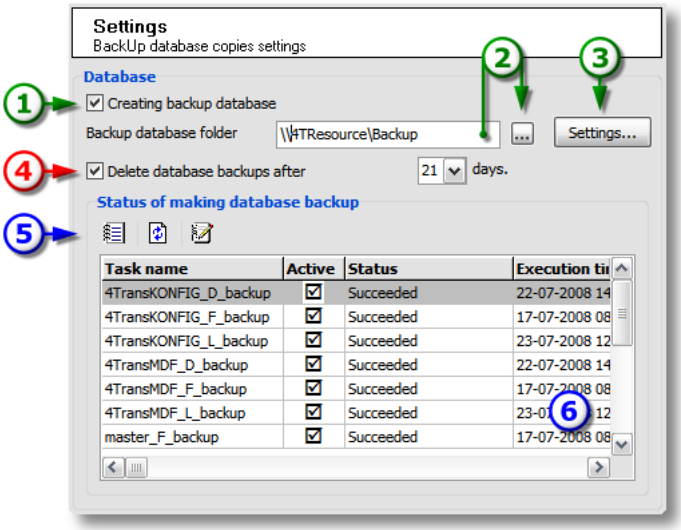


Fig. Setting a database copy.

Database

The Database field contains the following options:

- **Creating backup database** (item 1 -Fig. above) - activating or deactivating the option of automatic creating of a database copy.

IT IS NOT recommended to deactivate the function of creating a database copy.

Even in the case when the administrator creates a backup copy for the entire disk on which the database is located, IT IS NOT recommended to deactivate the function.

*It must be remembered that when the option of creating a database backup copy is deactivated, the database will "**swell**" (increase its size with history of the performed operations).*

- **Database copy path** (item 2) - This is the same folder of "**database copy**" that we

define when starting the program for the first time.

- **The** **button** (item 3) - opens the window "**Database backup settings**" (see: the topic below).
- **Delete database backups after** (item 4) - activating or deactivating the option of automatic deletion of older backup copies after a number of days (from **1** to **59**).

Settings...

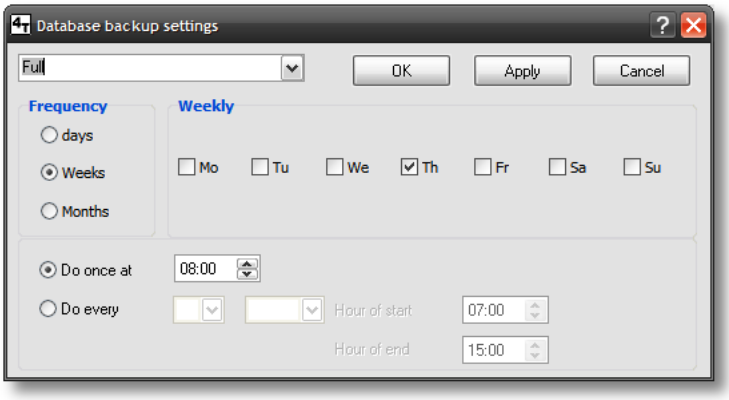


Fig. Window of "Database backup settings"

In this window you need to set:

- type of the database copy being created:

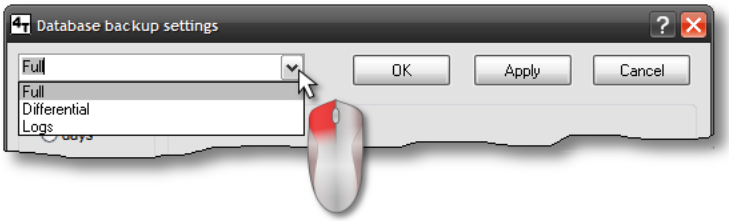


Fig. Backup type

  - **Full** – the entire image of the database is created.
  - **Differential** – this is a copy of all data which have been changed (also new ones) from the time of creating the last full backup copy.
  - **Logs** – this is a copy of operations that have been performed on the database.
- Frequency of creating a database copy. It is possible to select from three different frequency schemata:

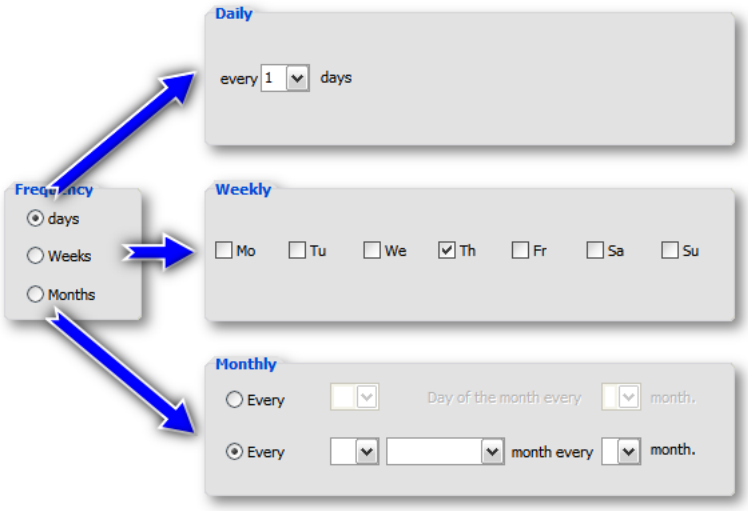


Fig. Backup frequency

- **daily** – set every how many days a copy is to be created,
- **weekly** – select on which day of the week a coy is to be created,
- **monthly** – there are two possibilities to created a monthly copy:
  - ~ every (**1** to **31**) day of a month every (**1** to **3**) months,
  - ~ every (**1** to **4** or the last) (**Monday** to **Sunday**) month every (**1** to **3**) months.

➢ depending on frequency settings, it needs to be defined whether a copy is to be created:

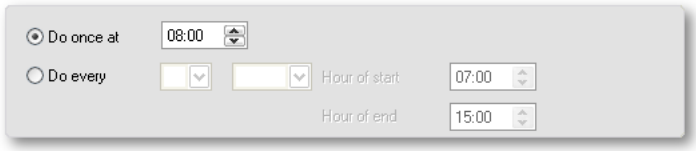


Fig. Backup frequency – other settings

- once at (**00:00** to **23:59**),
- every (**1** to **59** or **1** to **23**) (minutes or hours) Start (**00:00** to **23:59**) Finish (**00:00** to **23:59**)

In order for the values to appear in the first column one needs to select values in the second columns beforehand (minutes or hours).

Defined frequency: Weeks -> Thursday below Create every 35 -> minutes -> Start at 07:00 -> Finish at 10:00. which means a copy will be created every 35 minutes, between 07:00 and 10:00 every Thursday.

Status of making database backup

Elements of toolbar:

- **- view the record of making database backups** - displays a window (Fig. bellow), in which history of creating the database backup copies is shown. This window can be triggered if you double-click a given line of a sentence.

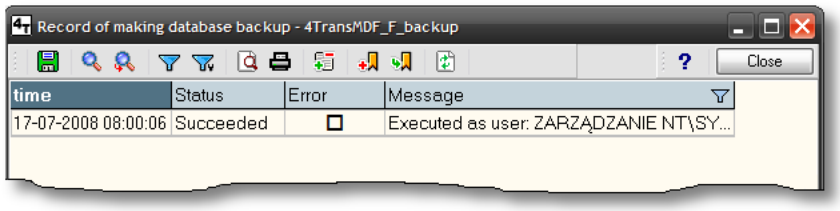


Fig. Window of a database copies creation process.

- **- refresh status** - refreshes the status of creating a database copy.
- **- view actual "SQL Server Log"** - open an available log file list (Fig. bellow).

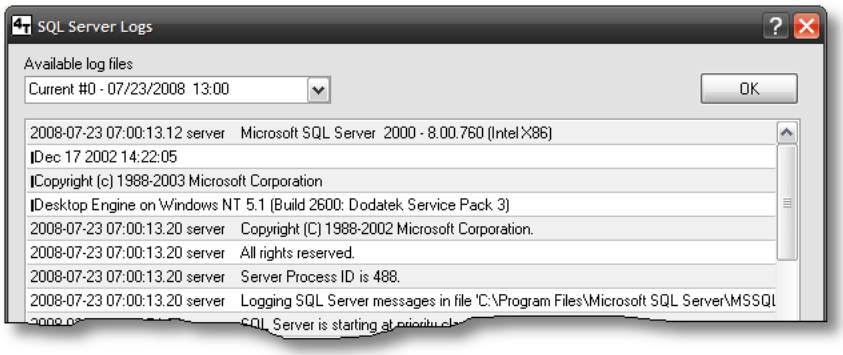

SQL Server Logs
Available log files
Current #0 - 07/23/2008 13:00
OK
2008-07-23 07:00:13.12 server Microsoft SQL Server 2000 - 8.00.760 (Intel X86)
Dec 17 2002 14:22:05
Copyright (c) 1988-2003 Microsoft Corporation
Desktop Engine on Windows NT 5.1 (Build 2600: Dodatek Service Pack 3)
2008-07-23 07:00:13.20 server Copyright (C) 1988-2002 Microsoft Corporation.
2008-07-23 07:00:13.20 server All rights reserved.
2008-07-23 07:00:13.20 server Server Process ID is 488.
2008-07-23 07:00:13.20 server Logging SQL Server messages in file 'C:\Program Files\Microsoft SQL Server\MSSQL

Fig. Window "SQL Server Log"

- **Status of making database backup** - the list shows tasks (creating database copies), their activity, status, etc.

Tasks designation: D – full copy, F – differential copy, L - logs.

If the status of a given task is empty it means that creating this type of a backup copy has not been activated or the program has not yet attempted to create such copy, e.g. creating the copy is set for Thursday and the check-up date is Wednesday.

When you double-click the task line a window of history of creating a database copy process will appear and detailed information concerning the error will be displayed.

The most frequent reasons for error occurrence during the process of creating a database copy:

- wrongly set path for the database copy,
- lack of serves privileges to save a database copy in the set directory,
- no space on the disk.

*When the task status shows "**failed**" it means that the database copy has not been created.*

It is recommended to localize the reason for such error of failing to create a database copy as soon as possible and repair it.

9.1.2.11. Users

*Menu available only on the **administrator's** account.*

This window is intended to manage user's accounts thus enabling to add new accounts, modify and delete existing ones.

4Trans TachoScan safes user's own setting in the database. These settings are entered for a particular user, regardless of which computer in the network the user logs on. Columns width and sequence on the lists can be adjusted and one can select which columns are to be visible, etc.

In order to add, change or delete a user you need to use the main toolbar 100.

Pressing the add/edit user icon will result in opening the "**User**" window that contains the following tabs:

Basic data

When adding and editing, a login, password, language and privileges are defined for each user (Fig. bellow).

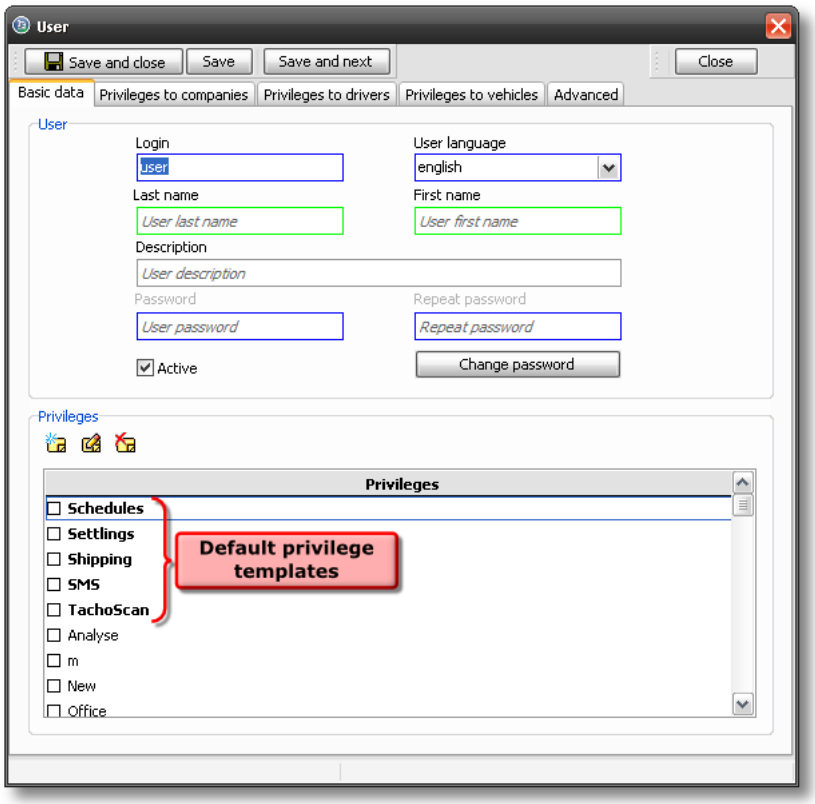


Fig. Adding a new user.

In order to change privileges for a user it is enough to check/uncheck proper privilege templates 88 on the privileges list 100.

You can add, change or delete a privilege template using the main toolbar 100.

The default privilege templates can be neither edited nor deleted - this templates appear in bold characters (see: Fig. above).

After the user is written to the database it will be possible to enter the following tabs: (see description below)

When adding a new user the subsequent tabs are accessible only after the : Save *button is pressed.*

Privileges to companies.

This is the second tab in the window for adding and editing users (Fig. bellow). In this tab you can authorize a user to look up company data of a specific company.

To activate this option:

- uncheck the box: "**Ignore privileges to selected companies**" (item 1 - Fig. bellow);

- check companies accessible for this user in the list below (item 2);
- or uncheck companies locked for this user (item 3).

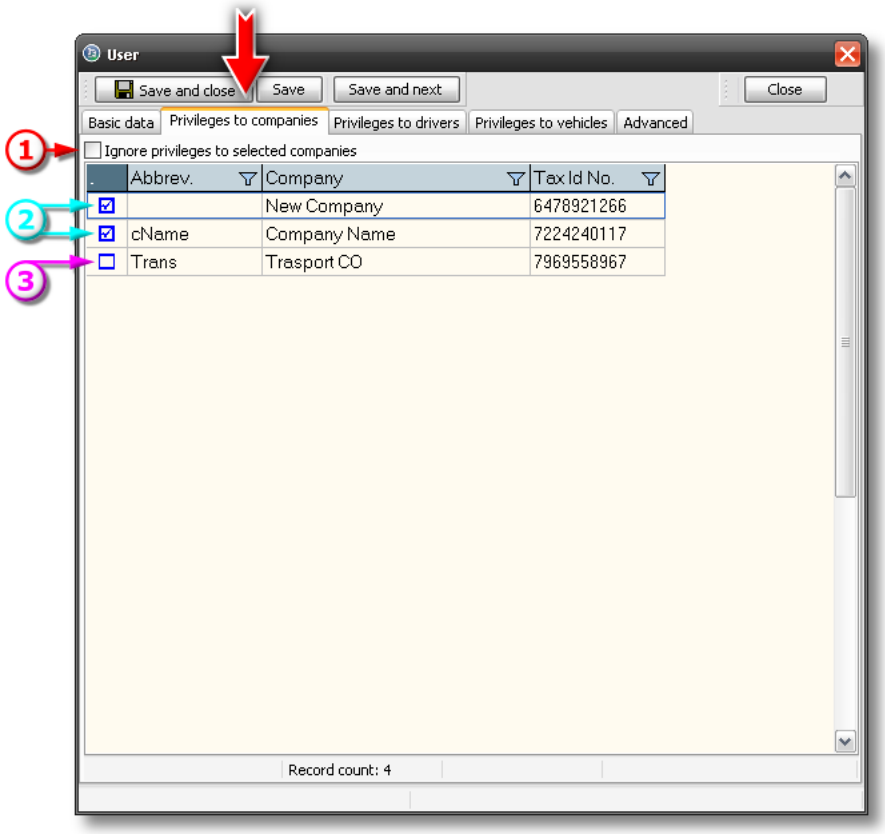


Fig. The tab "Privileges to companies".

Privileges to drivers

This is the third tab in the window for adding and editing users (Fig. bellow). In this tab you can authorize a user to look up driver data of a specific driver.

To activate this option:

- uncheck the box: "**Ignore privileges to selected drivers**"(item 1 - Fig. bellow);
- check drivers accessible for this user in the list below (item 2);
- or uncheck drivers locked for this user (item 3).

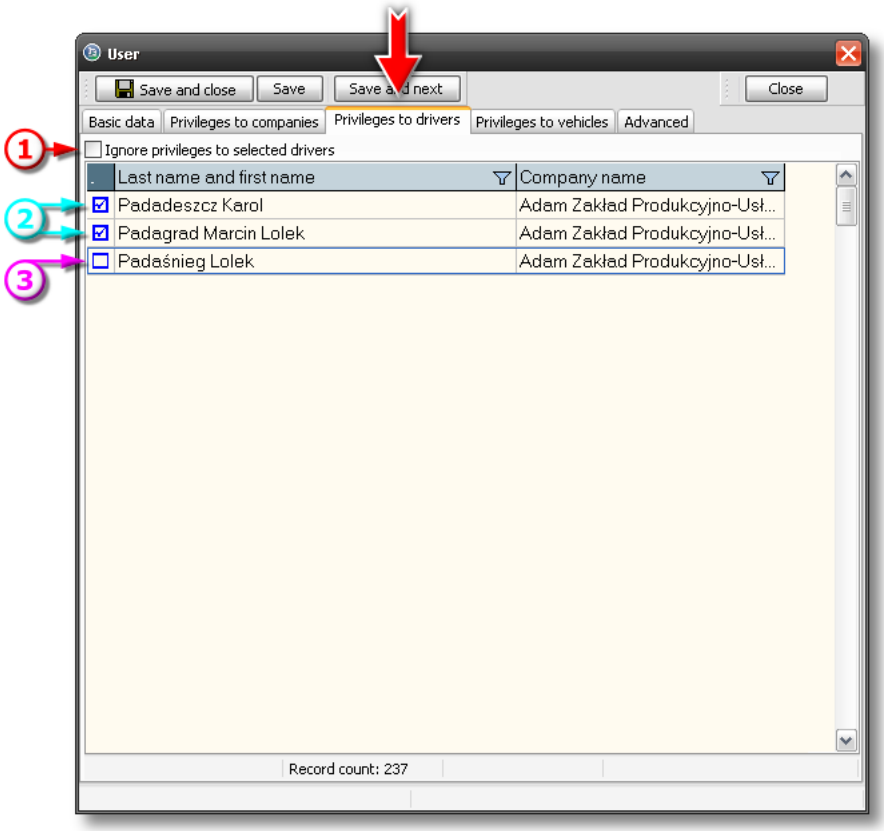


Fig. The tab "Privileges to drivers".

Privileges to vehicles

This is the fourth tab in the window for adding and editing users (Fig. bellow). In this tab you can authorize a user to look up driver data of a specific driver.

To activate this option:

- uncheck the box: "**Ignore privileges to selected vehicles**"(item 1 - Fig. bellow);
- check vehicles accessible for this user in the list below (item 2);
- or uncheck vehicles locked for this user (item 3).

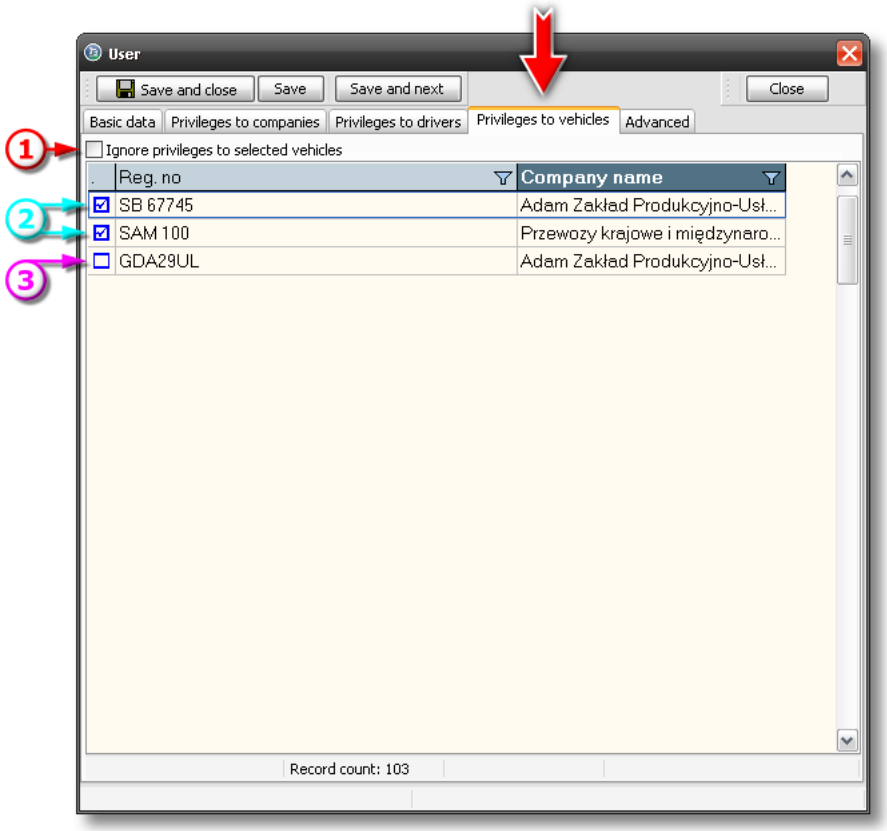


Fig. The tab "Privileges to vehicles".

Advanced settings.

The tab allows to grant special privileges to a user:

TachoScan (1)

- **to edit closed disks in the TachoScan module**, see: "TachoScan module-> Basic Data 220"),
- **to change tolerances in the TachoScan module**, see: "TachoScan module -> Tolerance 140").

Other (2)

- **Authorization to alter and records in main lists** - A user will be able to delete any item on the main lists (drivers, vehicles, orders, leasing register items etc.) with the one exception – it will be not possible to delete any item that is linked to another entries saved throughout the program. First the links are to be removed, and only then the selected item may be deleted.
- **Authorization to view the history of user activity** - the selected user will have access to the "User activity 99" command,
- **authorization to alter and save own company data**, see: "Basic data -> Companies 109"),
- **generate unique abbreviations of companies names** - marking this option will cause that a subsequent number will be added to the abbreviations of similar names of companies;

*You can select/unselect option by selecting "**Select all**" and "**Unselect all**" from the drop-dop menu (available after*

RMB anywhere in the window).

9.2. User activity

The command is visible on the administrator account. A user may be granted access to the command depending on the privileges set (see: "Administration panel -> Users 94").

If the option is selected the program will open a list with the history of operations executed in the program. In the present version of the program it is possible to record the history of users' activity only in Main and TachoScan modules.

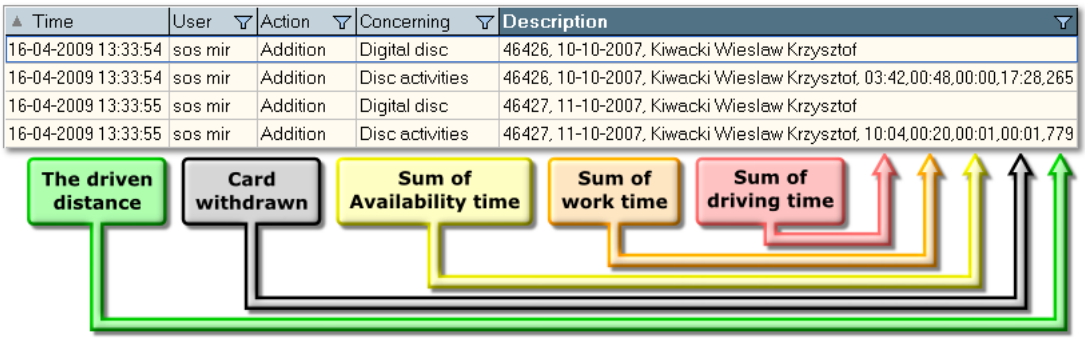

Time
User
Action
Concerning
Description
16-04-2009 13:33:54 sos mir Addition Digital disc 46426, 10-10-2007, Kiwacki Wieslaw Krzysztof
16-04-2009 13:33:54 sos mir Addition Disc activities 46426, 10-10-2007, Kiwacki Wieslaw Krzysztof, 03:42,00:48,00:00,17:28,265
16-04-2009 13:33:55 sos mir Addition Digital disc 46427, 11-10-2007, Kiwacki Wieslaw Krzysztof
16-04-2009 13:33:55 sos mir Addition Disc activities 46427, 11-10-2007, Kiwacki Wieslaw Krzysztof, 10:04,00:20,00:01,00:01,779
The driven distance
Card withdrawn
Sum of Availability time
Sum of work time
Sum of driving time

Fig. This is an example on how the add/edit events are marked for the given day on digital card (digital disc).

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

10. Engine module

This module of 4Trans TachoScan is an "**Engine**" that carries out administrative functions and enables setting user privileges to specific modules according to the customer's requirements.

The main module has the following functions for configuration of system:

- Creating new users of program and the privileges for them.
- Creating of templates and dictionaries that are used later on in program.
- Determining of schemes for numbering of documents and orders.
- Setting folders for backups of databases.
- General settings of program etc...

Furthermore, the build-in remainder function basing on data from installed modules alerts the customer in advance about the deadlines for:

- Expiring validity of vehicle's technical certificates.
- Expiring validity of driver's health fitness certificates.
- Deadlines for changing of tyres, oil, etc...
- The need to buy vignettes

The elements of 4Trans TachoScan program menu belonging to "**Engine**" module are:

*Depending on user privileges for working with modules the "**Main menu**" will be increased with additional commands. The description of additional commands is separate for each module. For example: the description of menu: "**TachoScan** " is placed in: "Module TachoScan -> Main menu -> TachoScan 143".*

10.1. General information

10.1.1. Side toolbar

The toolbar is located on the left of 4Trans TachoScan main window. It includes all functions related to the installed program modules to which the actually logged user is authorized. This toolbar can be configured as required using the context menu (right mouse button).

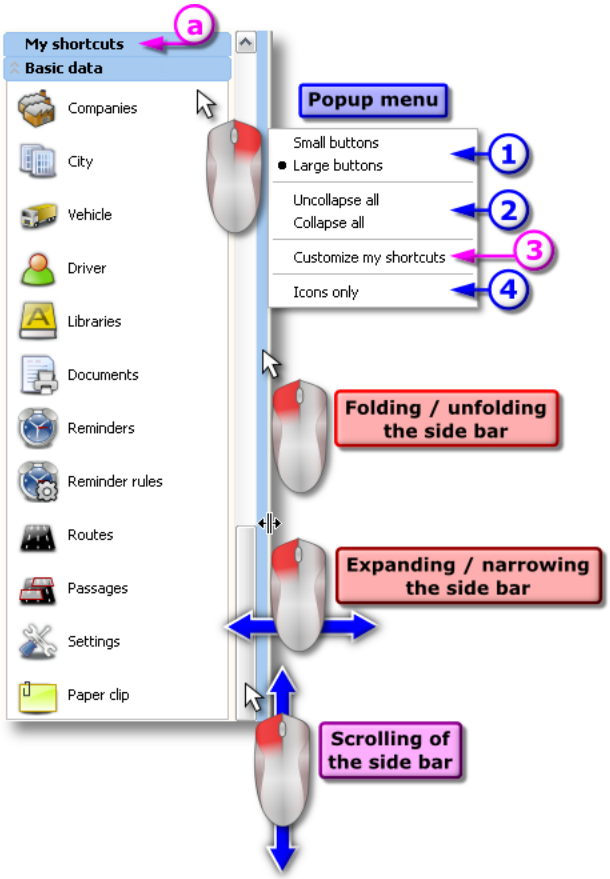


Fig. Side toolbar

Side toolbar options:

- **Small** or **large buttons** (item 1 - Fig. above) - icons symbolizing elements of the toolbar can be small or large, described on the right,
- **Uncollapse** or **Collapse all** (item 2) - use those functions to unfold all elements of the side toolbar or fold them all – only categories (headings) of particular menu elements will be visible,
- **Costumize my shortcuts** (item 3) - toolbar: "**My shortcuts**" (item a) you could configure it according to your own needs by adding or removing selected commands,
- **Icons only** (item 4) - by marking this option the descriptions of icons on sidebar will disappear.

10.1.2. Lists toolbar

A vast majority of data stored in a database is presented to the user by means of lists. Each of such lists has a toolbar and unfolding menu, accessible after pushing the mouse right button, that

allows for its comfortable use. Finding a specific position can be made easier by sorting the list: in order to do this, it is enough to click the mouse left button on the column's heading as per value which is to be sorted. If you double click, the order will be diversed.

Common buttons in list toolbar

- ( ) "**New entry**" – opens a new input window for a new position on the list. The look of the window depends on the list for which it has been displayed. Fields which have to be filled in, are marked with a blue frame.
- ( ) "**Edit**" – will cause that a new window opens thus enabling to edit data of the currently marked object.
- "**Delete entry**" – when confirmed, it causes that the object currently marked on the list will be deleted.
- "**Copy from**" - the data is copied from marked item to the: "**New entry**" window.
- "**Edycja słownika**" - otwarcie dla danej pozycji okna edycji danych w słowniku (see: "Libraries 118").

Double-clicking on a position from the list has the same effect as using the button .

Additional buttons in list toolbar

- - "**Expand / Collapse**" toolbar icons shown below:
  - "**Save list as a file**" – to save a list as a file in one of the three formats: commas separated values (*.csv files), MS Excel sheet (*.xls files) or a HTML file (a webpage).
  - "**Find**" – opens a word search window. The program will find lines in which the typed Word is placed in the currently marked column.
  - "**Find next**" – search for the next line containing the searched word in the currently chosen column.
  - "**Apply filter**" – if this button is pressed, data displayed on the list will be filtered as per specified criteria. Advanced filtering 103.
  - "**Set filter**" – opens the filter configuration window for the current list. Advanced filtering 103.
  - "**Print preview**" – displays the print preview of currently opened list.
  - "**Print**" – prints the currently opened list.
  - "**Customize visible columns**" – opens the window where lists can be customized as per individual preferences. Here one can select which columns will be visible. In order to add/delete a given column, one needs to mark its name and then move it to the next list using an appropriate button, i.e. or . With and buttons one can easily display/hide all columns at once. With buttons: and we determine the sequence of column displaying on the list of columns.
  - "**Refresh**" – reads, from the base, all positions of the list anew.

- "**Reset list settings**" - restores all list settings to default list settings.
- "**Reset column filters**" - disables all filters used on columns,

10.1.3. Filtering lists

The program gives the possibility to filter data on the lists. This is a useful function, especially when we have a large quantity of data. Applying special filters accelerates the program operation and increases work efficiency.

10.1.3.1. Filtering on chosen columns

This option allows to filter as per a given value or text in a column containing in its heading the button: (Fig. bellow).

In the case when a given list is equipped with the option to filter data of fast filter 102, the filter on a given list works only for "**local data**" (on the list of data retrieved form the server - according to date range in the fast filter 102).

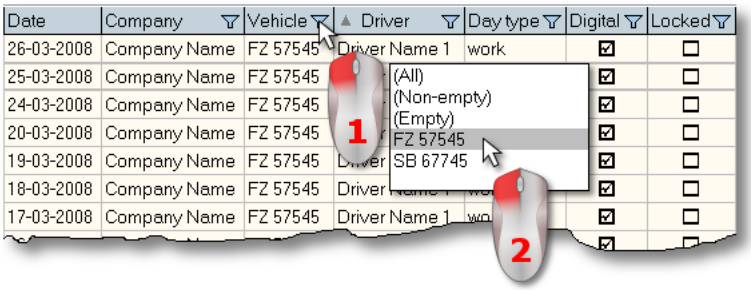


Fig. List of tacho discs

To set the filter, click the button on the column which you want to filter and select text or value per which filtering will be done (Fig. above).

This filter can be set on as many columns as you wish. For instance, if you only want to see Mr. Smith's discs for the vehicle FZ 57545, activate the filter on the column "**driver**" choosing Mr. Smith and activate the filter on the column "**vehicle**" choosing FZ 57545.

Buttons in the columns' headings where a filter is activated change their color into red ( ).

In order to deactivate a filter in a column's heading, select "**All**" (Fig. above) lub klikamy na ikonę: in the lists toolbar.

Settings of this filter are not saved by the program. After each closing of a list, the filter must be set again.
If there is no data visible on a list, make sure that the filters 102 settings are correct.

10.1.3.2. Fast filtering

Fast filtering means choosing or setting ready-made filter templates. The templates are located above column's headings of a given list.

Fast filtering elements are not visible on certain less developed lists (e.g. list of companies). Number and type of fast filters depends on the type of list (e.g. a filter for employers (Basic data-> Driver) would be of no value for the vehicle list (Basic data-> Vehicle)).

The first of two fast filtering elements that operates directly on data recorded on the server is: choice of date range, period or any phrase (Fig. bellow).

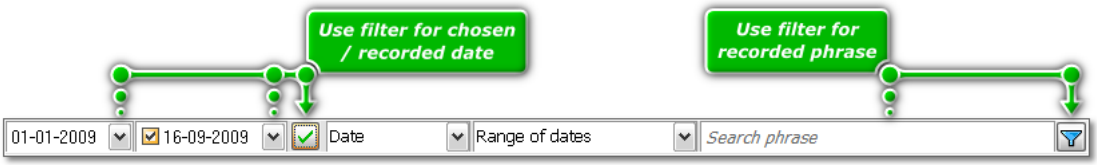


Fig. Fast filtering toolbar.

The set period is will be saved to the program.

If we set the period of the last month then every time we open the list, the program will only select data lists from this defined month, i.e. by using the filter the opening the lists accelerates especially for large amount of data.

The second fast filtering element that operates directly on data recorded on the server are ready-made filter templates (Fig. bellow).

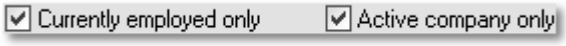


Fig. An example of filter templates

If there is no data visible on the list, make sure the filter 102 settings are correct.

10.1.3.3. Advanced filtering

Advanced filtering allows for creating any filter for each column. Advanced filter operates only on "**local**" data lists (data lists which have been downloaded from the server – depending on the settings of fast filter 102 data range).

Prior to activating an advanced filter, the filter needs to be set up. Use the icon "Set filter" to open a filter configuration window for the current list. Filtering means comparing values in certain columns with specified values. In case of providing more than one condition, "**logical value**" needs to be chosen: " **AND** " - if positions compatible with the specified conditions are to be displayed, " **OR** " if positions compatible with any of the conditions are to be displayed.

After setting an advanced filter this function will "**start**" automatically: "**Apply filter**" – if this button is pressed, data displayed on the list will be filtered as per criteria specified during filter setting.

Contrary to filtering on given columns, setting and activating of an advanced filter is remembered by the program.

If there is no data visible on a list, make sure whether the filters 102 settings are correct.

10.1.4. Filtering drivers and vehicles in program windows

Filtering drivers and vehicles in program windows works in the windows that contain fields to select driver and/or vehicle.

You can filter drivers and vehicles according to:

- data privileges,
- date of sale (vehicle), date of employment (driver),
- active company,

- status (active/not active).

Filtering for each of the above options works only if the relevant option is enabled in the program settings (see: "Main -> Filter settings").

If the foregoing options have been enabled in the program settings it is possible to control them directly in the windows. The examples on how to bring up pull down menu for drivers and vehicles filtering are shown on the figures below:

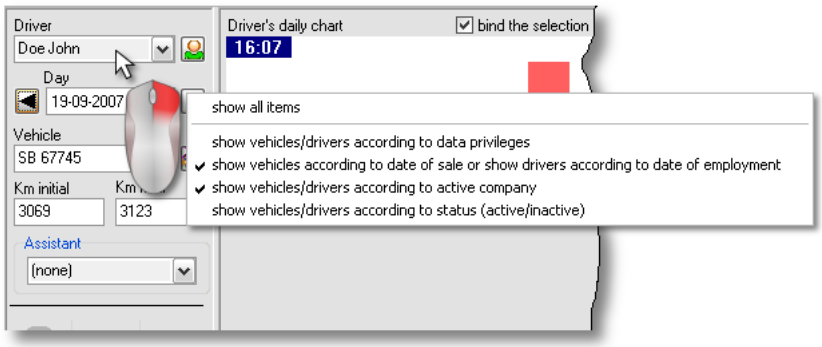


Fig. Filtering in window – driver's daily chart (TachoScan module).

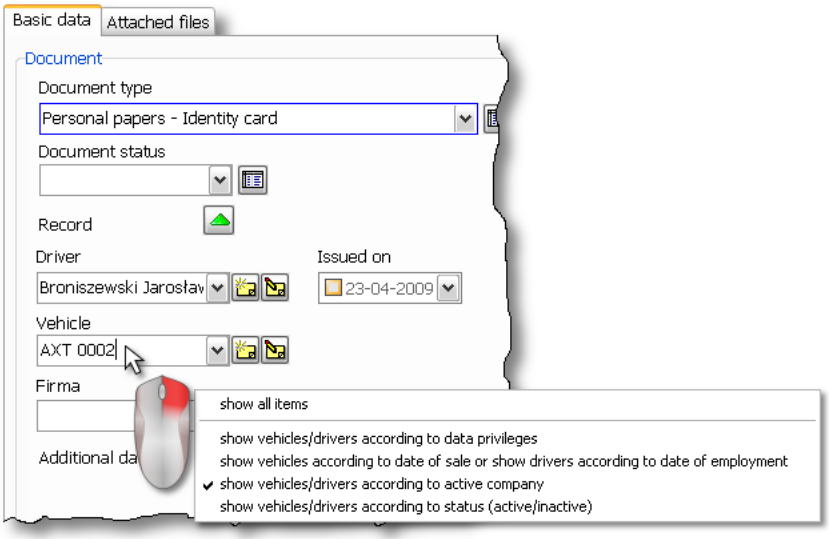


Fig. Filtering in window - personal papers (engine module).

10.1.5. Report preview window

Moving between pages

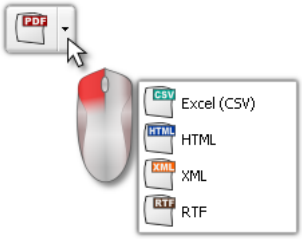
- **first page** – moves to the first page of a report,
- **previous page** – moves to the previous page of a report,
- **page number** – moves to the page of a given number,
- **next page** – moves to the next page of a report,
- **last page** – moves to the last page of a report.

Printing reports

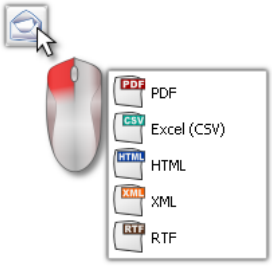
- - **print** – opens the "**Print**" window where, apart from printing confirmation (OK), it is possible to customize the print settings.

export the report to a pdf file

- export the report to a pdf file;



- export the report to a xls file;
- export the report to a csv file;
- export the report to a html file;
- export the report to a xml file;
- export the report to a rtf file;

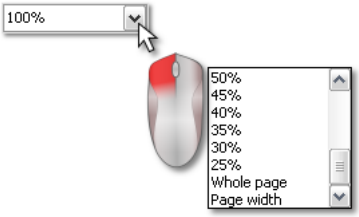


- e-mail the report as a file: pdf;
- e-mail the report as a file: xls;
- e-mail the report as a file: csv;
- e-mail the report as a file: html;
- e-mail the report as a file: xml;
- e-mail the report as a file: rtf;

Description of buttons on the preview toolbar (beginning from the left)

Customize options of the page view:

- to toggle between portrait and landscape page orientations;
- automatically increases or decreases the report;
- automatically expands the report in its horizontal axis;
- automatically expands the report in its vertical axis;



- manual increasing or decreasing of the report;

- closes the report preview window;

10.1.6. Generating reports

Reports can be generated by using two buttons:

Fig. Window's toolbar from which report is generated.

- - (Fig. above) - **Generate and close** – after generating a report the window from which it has been generated will close;

Option recommended when displaying in report.

- - **Generate** – after generating a report the window from which it has been generated will still be visible;

Option recommended when displaying several reports of the same type – it is not necessary to close the report preview window in order to display the same report for e.g. a different driver or for a different period.
Description of functioning the buttons in the report preview window is included here: "Report preview window 104".

- - **Export to** - the report is saved directly to a PDF file or CSV, HTML, XML and RTF files (click a drop-down menu next to the icon);

*When generating reports without "**Separate report for each driver/vehicle**" option selected as well as for reports that do not have this option, file generation progress window is displayed separately.*

- - **Send report via e-mail** - after selecting the file format (PDF, CSV, HTML, XML or RTF) it opens a window to send e-mail with the report file attached;

10.2. Main menu

Elements of 4Trans TachoScan system belonging to the "**Engine**" module:

*Depending on setting a user privileges to operate particular modules, the "**Main menu**" will enlarge with additional commands.*
*Description of additional commands is specific for every module. For instance, menu description: "**TachoScan**" can be found: "TachoScan Module -> Main menu -> TachoScan 143".*

10.2.1. File

Elements of the "**File**" menu include basic commands meant to manage the 4Trans TachoScan program. These include:

10.2.1.1. Switch user

Command: "**Switch user**" first opens a window and asks whether to perform this task (Fig. bellow).

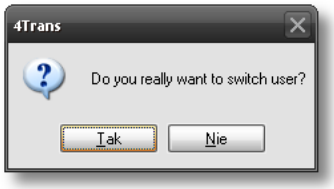


Fig. Log-out confirmation

If the command to change user is confirmed, the program will display a standard logging window including the "**User**" and "**password**" fields (Fig. bellow). In the "**User**" field type the name of the user who is to be logged on and type his password in the "**password**" field.

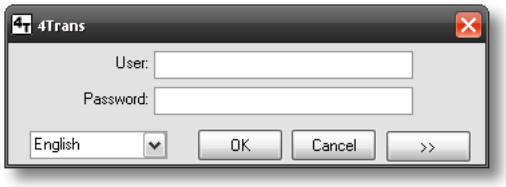


Fig. Logging window

If logging data is typed correctly, the current user will be logged out and the subsequent one will be logged on. Otherwise two additional re-logging attempts will be possible – if both fail, the program will turn off.

10.2.1.2. Change password

Choosing the "**Change password**" option causes that a window (Fig. bellow) containing the fields "**Name**" and "**Old password**" opens. The first field is filled in automatically, the second one requires that the previous password be typed. If you have forgotten the password, only the program administrator will be able to change it.

Fig. Window: "Change password" – typing old password.

After the previous password has been provided, press the **[Next]** button.

In the next window (Fig. bellow) two fields "**New password**" and "**Repeat password**" will appear. You need to type the new password and confirm it by clicking the **[Ok]**. button. From now on the new password will be valid for the current user.

Fig. Window: "Change password" – typing new password.

After the administrator has given you a new password it is recommended to change it to a new one, known only to the user.

It is recommended to change passwords from time to time.

10.2.1.3. Language

Language options let us select the language of the program's menu. The following languages are available:

- Polish,
- English,
- Czech,
- Romanian,
- Latvian,
- German,
- Lithuanian,
- Slovak,
- Estonian,
- Hungarian.

When you have chosen the language, the program needs to be restarted.

It is also possible to set the language in which the program is to start – in the add a user 94 window (administrator's account).

The following modules are translated into foreign languages: Main and TachoScan.

10.2.1.4. Toolbars

From the "**Toolbars**" menu you can:

- **Show/Hide toolbars** – enable hiding or displaying top toolbars;
- **Customize my shortcuts** – the tab: "**My shortcuts**" can be adjusted to your own needs or changed by deleting selected commands.

10.2.1.5. Close

This option causes that the 4Trans TachoScan program closes.

10.2.2. Basic data

Elements of the "**Basic data**" menu:

10.2.2.1. Companies

This command opens the companies list. With the use of lists toolbar 100 one may add, change or remove a company.

To open the companies list one may use the following ways:

- from the main menu "**Basic data**" select the command "**Companies**".
- from side toolbar 100 select menu "**Basic data**" and press: button,

It is not possible to delete company when it is linked with any register (vehicle, driver, order, etc.). At first, all ties have to be deleted (deletion of vehicle, driver etc.).

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list

Additional elements of lists toolbar 100:

- With the use of: and buttons companies may be imported from or exported to "**xml**" or "**csv**" file.

Irrespectively of filter settings, all the companies saved in program data base are exported.

Additional elements in drop-down menu:

- **View attached files** - displays the window with a list/preview of related documents/ files;

Click the right mouse button on the selected file/document to open a drop-down menu in which the following options are available:

- ***Open*** *- open the file using a default program,*
- ***Open using...*** *- open the file using any selected program;*
- ***Copy file to...*** *- copy the file to the desired location.*

- **Alter data for selected items** (used to change certain parameters while there is no need for opening the edition window) ->:
  - **Group** – adding of a vehicle to vehicles group 117;

Due to type of input data, You can split down the add/edit window into the following sections:

Basic data

This tab allows to specify basic data pertaining to a company. Required fields:

- **Full name** – type the company's full name here,
- **Abbreviation** - abbreviated company name - useful for long company names. The abbreviation is displayed in the column (same named) of the company list.
- **Street**,
- **No**,
- **Country** - choose the symbol of country,

- **Postcode**,
- **Place**,
- the marking whether added company should have status of "**own**" or "**external**" company.

General data

The tab enables to enter general data of the company.

- **Company kind** – the list defined a scope of activity, e.g. "**Insurance company**" or "**Garage**" - select one or several types of companies.

Values for these two lists are downloaded from dictionaries. There is no obstacle to use them to provide the lists with other meaning.

- **Headquarters** or **Department (subsidiary)** - select if the company is a headquarters or a subsidiary. In case of Department (subsidiary) type in the headquarters in the field next to it.
- **Default currency** - currency for the company default settlements. Useful especially for users of the modules Invoices, Shipment and Fleet.
- **Credit limit** - Useful for users of the module Shipment.
- **Owner** - the owner of the company being added.
- **Email** - email address.
- **WWW site** - www address.
- **Customer status** - default: "**good customer**" or "**potential customer**" (free term from the library 118).
- **Tax Id No.** - tax ID Number.
- **European Tax ID** - European tax ID Number.
- **National Economy Register** - national economy registry number.
- **NCR** - NCR number.

Notes

The tab allows to enter any descriptive text.

The data edit window consists of the following additional tabs:

When adding a new company the tabs presented below are visible after the Save *button is clicked.*

Default data

If the company is chosen in the "**Company**" field of a different form, then the data fields pertaining to it will be filled in with default data. To change default data, click one of the three buttons: Change default address >>, Change default phone >> or Change default account >>, in order to open the edit window of given data. Fields marked blue must be filled in so that data could be saved.

Branches

The tab contains lists such as "**Headquarters**" and "**All branches for selected headquarters**", including lists of headquarters and companies.

Contacts

Company Addresses

All addresses of a given company are displayed on the tab. In order to add a new address, provide the street name, building number and location. One of these addresses can be set as a default one and thus it will be automatically suggested by the program if the company is selected on a form. You can also input address for correspondence in this window, by selecting in the field "**Kind of address**" by selecting -> "**mailing**";

Company contact people

All contact details of a given company are displayed on the tab. It is enough to type a new name in order to add a new person.

Telephone numbers

All telephone numbers of a given company are displayed on the tab. The list positions "Telephone types" are downloaded from libraries 118. One of these telephone numbers can be set as a default one and thus it will be automatically suggested by the program if the company is selected on a form.

Accountancy

The list of bank accounts of a given company is displayed on the tab. One of these bank accounts can be set as a default one and thus it will be automatically suggested by the program if the company is selected on a form.

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.2. City

This command opens the cities list. With the use of lists toolbar 100 one may add, change or remove a company.

To open the cities list one may use the following ways:

- from the main menu "**Basic data**" select the command "**City**";
- from side toolbar 100 select menu "**Basic data**" and press: button.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list

Additional elements of lists toolbar 100:

- - **Import cities** - names of the cities imported to 4Trans TachoScan program with the command depend on the selected country.

Additional elements in the list drop-down menu:

- **Alter data for selected items**:
  - **Country** – you can add/change the country without opening the city add/edit window;
  - **Visible** – you can check/uncheck city "**visibility**";

Due to type of input data, You can split down the add/edit window into the following sections:

Basic data

The following fields are required for the tab:

- **Name**,
- **Country**.

Other fields are optional; fill them out as needed:

- **Visible** - check/uncheck if the city is to be visible in other program windows;

The cities without a country assigned and border-crossing towns will always be visible.

- **Postcode** - you can add a few postal codes for one city. To do this, enter the next one in the "**Postcode**" field and click: or press: , and so on. After you have finished entering the postal codes, click: , otherwise the city codes will not be saved.

  To delete a postal code, select it with a **LMB** and click: or select a postal code by clicking with **RMB** and selecting "**Delete**" from the drop-down menu;

*You can set the default postal code. To do this, click on the selected code with a **RMB** and select "**Set as default**" from the drop-down menu.*

- **Borders on** - to be filled out if the added city is a border-crossing point.

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.3. Vehicle

This command opens the vehicles list. With the use of lists toolbar one may add, change or remove a vehicle.

To open the vehicles list one may use the following ways:

- from the main menu "**Basic data**" select the command "**Vehicle**";
- from side toolbar select menu "**Basic data**" and press: button.

*If, at the time of vehicle edition, a company is changed, the program will display the following notice: "**Change of vehicle company will cause transfer of vehicle data to a new company. Do you wish to continue? If data is not to be transferred, then, in the new company a new vehicle should be created, and in the current one, selling date is to be completed**".*

It is not possible to delete the vehicle if it is linked with any register (breakdowns, repairs, day from driver's card etc.). At first, it is necessary to delete these ties (breakdowns, repairs, etc.).

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list

Additional elements in drop-down menu:

- **View attached files** - displays the window with a list/preview of related documents/ files;

Click the right mouse button on the selected file/document to open a drop-down menu in which the following options are available:

- ***Open*** *- open the file using a default program,*
- ***Open using...*** *- open the file using any selected program;*
- ***Copy file to...*** *- copy the file to the desired location.*

- **Alter data for selected items** (used to change certain parameters while there is no need for opening the edition window) ->:
  - **Status** – change of vehicle status (description below);
  - **Company**;
  - **Add to group** - adding of a vehicle to vehicles groups 117;
  - **Remove from group** - removing of a vehicle from vehicles groups.

Additional elements in list toolbar 100:

- and with the use of these buttons vehicles may be imported from or exported to "**xml**" or "**csv**" file.

Irrespectively of filter settings, all the vehicles saved in program data base are exported.

Due to type of input data, You can split down the add/edit window into the following sections:

Required information

- registration number,
- the company to which a given car belongs.

Additional information

- Make,
- Tachograph's registration number - source registration number taken from a digital tachograph,

With this field you can compare whether a car mentioned in the tachograph (along with its data) corresponds with the car entered into the database.
If the said car is incorrect (e.g. by mistake was wrongly entered in the vehicle choice window after downloading data from a tachograph or a driver's card), then by clicking the icon next to: *this link can be easily deleted. In this case you need to delete all wrongly downloaded days from the database and re-read files downloaded from the driver's card and the tachograph and then attribute the car's registration number correctly.*

- Issuing state,
- carrying capacity,
- Activity – an opportunity to attribute four different types of activity:
  - active,
  - inactive – the car is not visible on the lists,
  - roadworthy,
  - damaged.
- Vehicle description,

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.4. Employees

This command opens the drivers list. With the use of lists toolbar 100 one may add, change or remove a driver.

To open the drivers list one may use the following ways:

- from the main menu "**Basic data**" select the command "**Employees**".
- from side toolbar 100 select menu "**Basic data**" and press button,

When adding a new driver, having provided required data and recording (Save) the driver in the database, next tabs will appear.

It is not possible to delete driver who is linked with any register (breakdowns, repairs, Day from driver's card etc.) At first, it is necessary to delete all ties (by deleting breakdowns, repairs etc.).

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list

Additional elements in list toolbar 100:

- and with the use of these buttons drivers may be imported from or exported to "**xml**" or "**csv**" file.

Irrespectively of filter settings, all the drivers saved in program data base are exported.

Additional elements in drop-down menu:

- **View attached files** - displays the window with a list/preview of related documents/ files;

Click the right mouse button on the selected file/document to open a drop-down menu in which the following options are available:

- ***Open*** *- open the file using a default program,*
- ***Open using...*** *- open the file using any selected program;*
- ***Copy file to...*** *- copy the file to the desired location.*

- **Alter data for selected items** (used to change certain parameters while there is no need for opening the edition window) ->:
  - **Status** – change of activity status;
  - **Company**;
  - **Default vehicle** – option of setting a default vehicle, which is used by the employee;
  - **Add to group** - adding of a employee to employees groups 116;
  - **Remove from group** - removing of a employee from employees groups.

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

The driver add/edit window consists of the following tabs:

10.2.2.4.1 Basic data

This tab consists of basic fields required in order to record a driver in the database:

- **surname**,
- **name**,
- **company** that the person works for.

Optionally the following can be provided:

- **Cell phone**,
- **Birth date** - the date will be taken into consideration when creating some documents,

Date of birth (as specified in the document: driver's license) will be automatically inserted in the program after downloading any data from the driver's card (see: TachoScan module 133).

- **Driver card no.** - this can be entered or changed manually. The program will automatically complete this number when downloading data from the driver's car (see: TachoScan module 133).
- **Card issuing member state** - the symbol of country where driver's card was issued – the program will automatically complete this field.
- **Employee status** - active or inactive;
- **Default vehicle** - if, when inputting data, you select a driver with a "**default**" vehicle assigned, the program will automatically suggest this value in the field "**Vehicle**".
- **Department**.
- **Started to work on**.
- **Data from driver's card save since**.

Periodic training of the driver

- **Date of last training** - date of the last periodic training - if it is not entered, the programme will assume the date of issuing the driving license;
- **Agenda** - add the date of the last training to the schedule.

When adding a new driver, having provided required data and recording (Save) the driver in the database, next tabs will appear.

10.2.2.4.2 Employment

In order to add, change or delete employment history you need to use the main toolbar 100.

In the first tab of a new window the following need to be set:

- the period when the driver was/has been employed,
- **Agenda** - option available after the introduction of "**Date to**" to employment. It lets you add, edit or remove the date of the end of the employment period to/from the Agenda 120, without opening it;

*If the "**Date to**" is NOT included, it shall mean that the person has been employed for indefinite period.*

10.2.2.4.3 Documents

This tab enables to add any driver document with possibility to link it with file or scan.

The tab is linked with menu: "**Basic data -> Documents**". The documents added for the driver will be visible in this tab as well as any documents added in this tab will be visible on the list of all documents.

In order to add, change or delete a document you need to use the lists toolbar 100.

For the description of the Document Add/Edit window see section: "Document Add/Edit window".

Type of a personal document (driver's license, series and number) will be automatically entered in the program after downloading any data from the driver's card (see: TachoScan Module 133).

10.2.2.4.4 Category

This command opens a list of driving license categories. In the list, it can be selected which driving license category the selected employee holds and the date of issue and expiry date of the selected category (Fig. bellow).

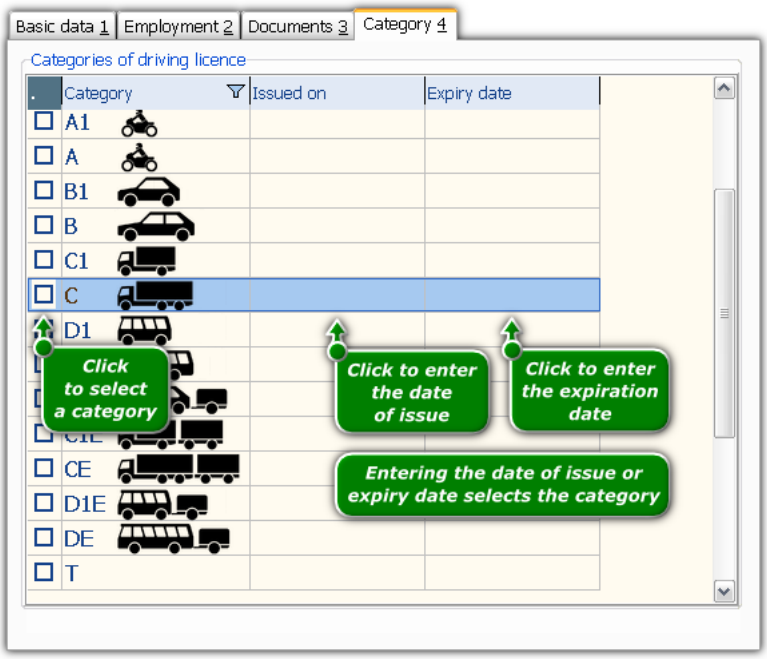


Fig. Tab: "Category" employee add/edit window.

10.2.2.5. Employees groups

This command opens the drivers groups list. With the use of lists toolbar 100 drivers group may be added, changed or removed. Employees group adding/editing window is used to add/edit any number of drivers to a new/edited group.

To open drivers groups list the following ways may be used:

- from the main menu of "**Basic data**" select the "**Employees groups**" option.
- in the side toolbar 100 select "**Basic data**" menu and press the button: ,

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Window to add/ edit a group of drivers

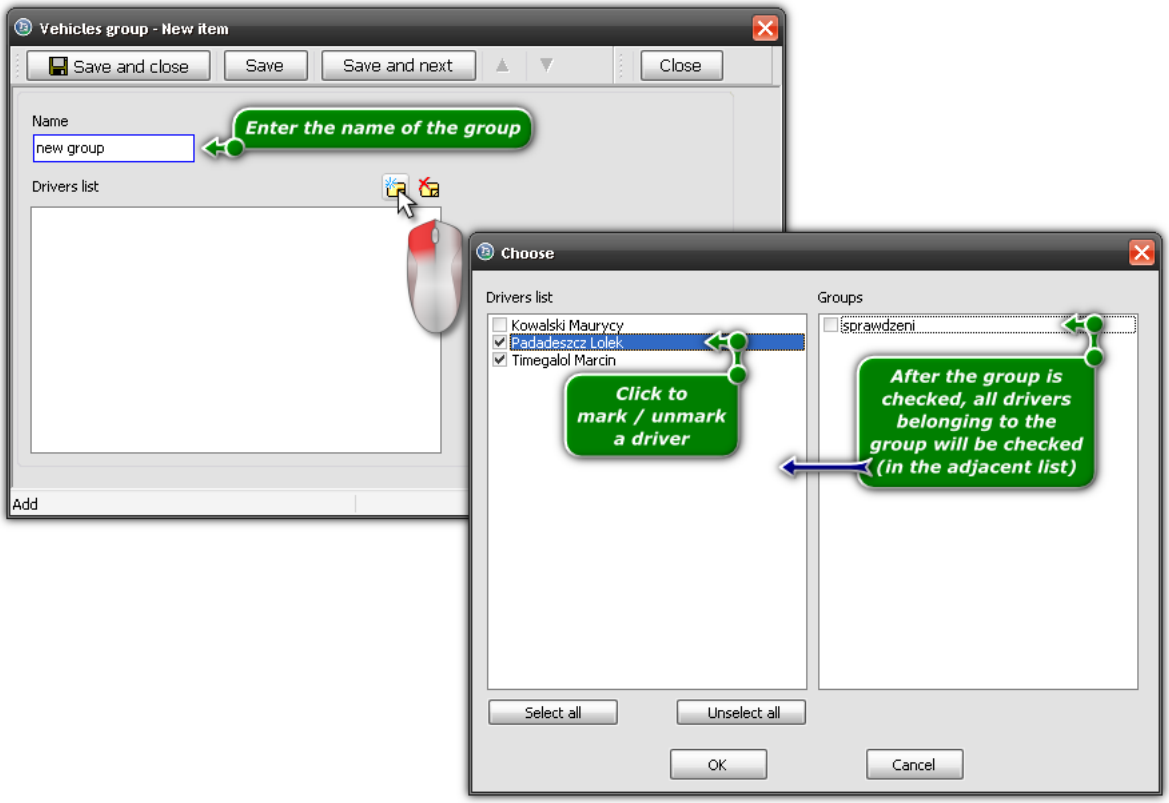


Fig. Window to add/ edit a group of drivers.

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Additional options:

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.6. Vehicles groups

This command opens the vehicles groups list. With the use of lists toolbar 100,vehicles group may be added, changed or removed. Vehicles group adding/editing window is used to add/edit any number of vehicles to a new/edited group.

To open vehicles groups list the following ways may be used:

- from the main menu of "**Basic data**" select the "**Vehicles groups**" option.
- in the side toolbar 100 select "**Basic data**" menu and press the button: ,

To add, modify or delete a group of vehicles, use lists toolbar 100.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Window to add/ edit a group of vehicles

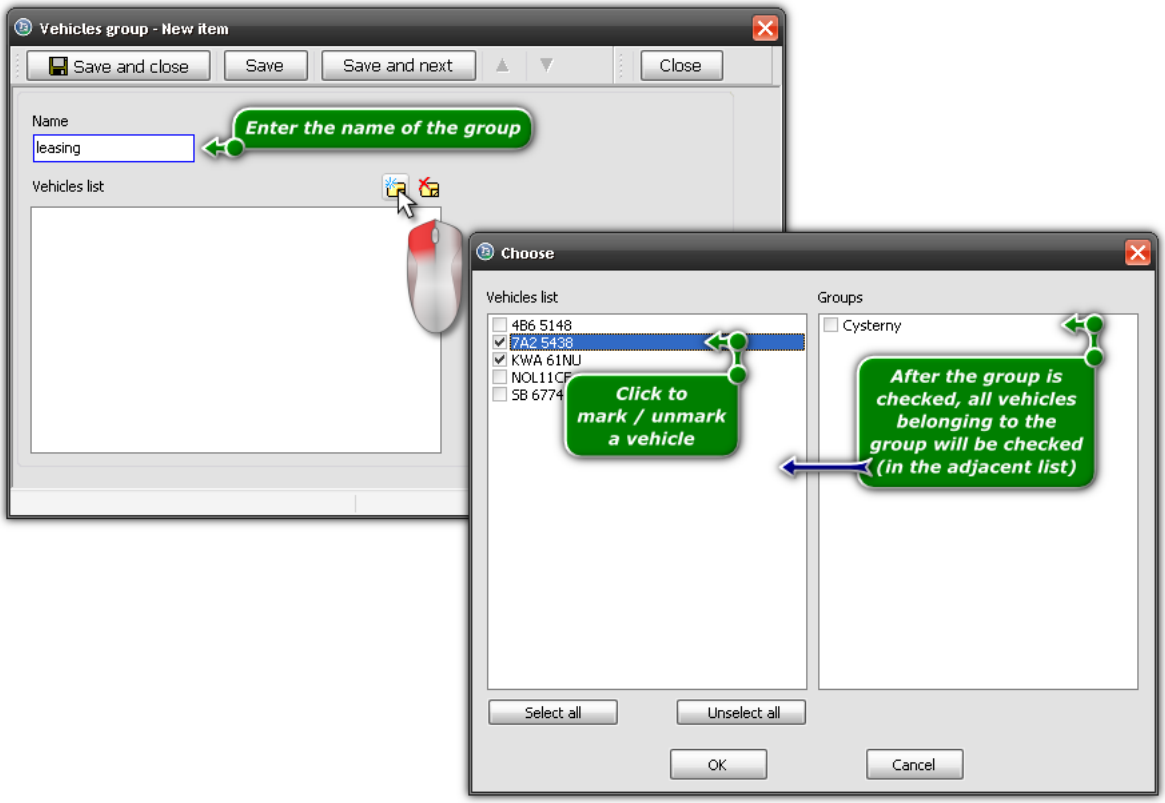


Fig. Window to add/ edit a group of drivers.

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Additional options:

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.7. Libraries

Libraries are intended to automatic filling of drop-down lists in the program's data sheets. The number and types of libraries are pre-defined so that new positions can be only added to the existing ones. In order to add, change or delete a word in a dictionary you need to use the lists toolbar menu 100, having previously chosen the type of a dictionary from the list.

Built-in phrases cannot be deleted.

To open the libraries list one may use the following ways:

- from the main menu "**Basic data**" select the command "**Libraries**";
- from side toolbar 100 select menu "**Basic data**" and press: button.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.8. Documents

All documents entered to program will be visible on the list depending on the tab chosen. (see: lists toolbar 100). Each added document may be linked with file or scan.

The documents added to the list of documents will be visible also in the tabs (ex. driver, vehicle, business trip etc.) with which they were linked. And all documents added in the appropriate tabs will be visible on the list of all documents.

For the description of the Document Add/Edit window see section: "Document Add/Edit window".

*The type of document (**driving licence**), its series and number will be automatically entered to program after reading of data from driver's card (see: TachoScan Module 133).*

10.2.2.9. Holidays and free days

When this option is selected, a list of holidays and free days will be displayed in two separate tabs.

Regardless of the active tab type, lists toolbar 100 must be used to add, modify or delete a holiday or a free day.

*The "**Active company only**" option IS NOT active for the days inserted as holidays.*

Window to add/ edit a holiday

In the holiday adding/editing window select the date a holiday is to be inserted to (item 1 - Fig. bellow), then choose the country (item 2) where the holiday is celebrated. As an option a comment on the inserted day may be entered (item 3).

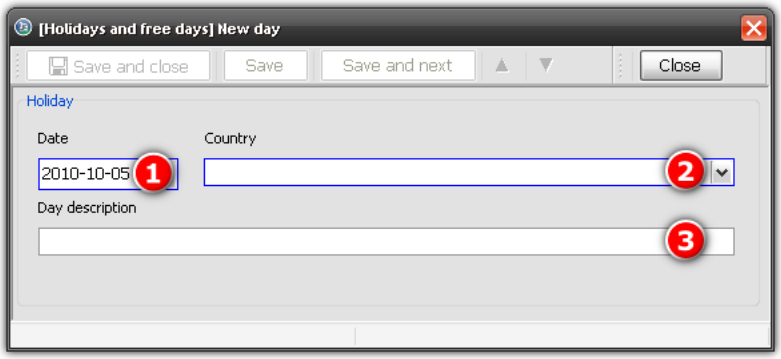


Fig. Adding a holiday.

Window to add/ edit a free day

In the free day adding/ editing window select the date a free day is to be inserted to (item 1 -

Fig. bellow). As an option a comment on the inserted day may be entered (item 3). Checking the option "**for active company only**" will add the inserted day to all employees of the company that has been set as active (refer to "Settings -> Main 122"). If the option is not checked, adding a free day will add it to all employees regardless of the company they work in.

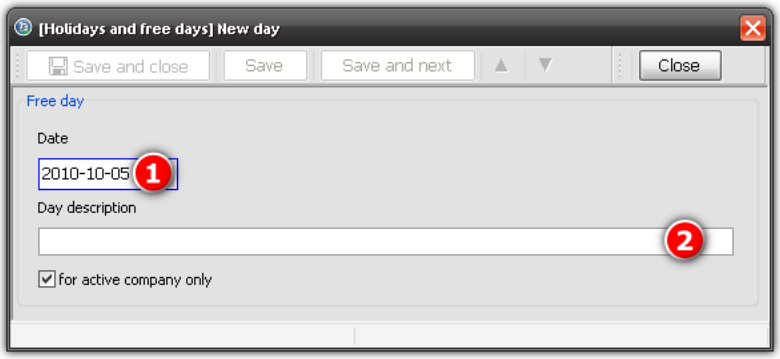


Fig. Adding a holiday.

10.2.2.10. Agenda

This command opens the tasks list. Time schedule is also used to add deadlines for reminding users of activities which should be performed on a specific day, e.g., vehicle technical examination, payment of fees, etc… With the use of lists toolbar 100, task may be added, changed or removed.

To open the tasks list one may use the following ways.

- from the main menu "**Basic data**" select the command "**Agenda**".
- from side toolbar 100 select menu "**Basic data**" and press: button,

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list

Additional elements in list toolbar 100:

- (deadlines import) – opens the tasks deadlines generating window. On the basis of selected filters, the program will display employees/vehicles, which have got entered the deadlines for completion of specific tasks/activities. On the basis of highlighted drivers/ vehicles, tasks will be generated in the time schedule.
- (deadlines export to a file) and (deadlines import from a file) – by using these keys it is possible to import tasks from or export them to "**xml**" or "**csv**" file;

Irrespectively of filter settings, all the vehicles saved in program data base are exported.

Task deadline adding/editing window may be divided according to the type of entered data into the following parts:

Required information

- **General filter**;
- **Detailed filter**;
- **Event for** – depending on whether the deadline is assigned to a vehicle or to an employee, employees or vehicles will be displayed accordingly in the events list;

- program enforces the entering of the type of event occurrence: "**Event on the day**" and/or, if a vehicle is entered in the basic filter: "**Event on the odometer value**";
- **Deadline status** – at the time of adding a new deadline, this field is blocked – at the time of editing, this field becomes unblocked

Additional information

- **Recurring - set frequency**;

*If in the program setting window (see: "Settings -> Agenda 128") the option: "**Show the list of incoming tasks having status "To be executed"**" is marked, then, depending on the pre-set number of task repetitions, a window informing of approaching tasks completion deadlines will be displayed for the selected user.*

- **Visible for** - selection of user, to whom a given task will be vissible;

*If in the program setting window (see: administrator panel "Settings -> E-mail 86") the option "**Send an e-mail message to user responsible for unfinished task**" is highlighted, and remaining fields are correctly completed, and in user adding/editing window the e-mail address is filled in, then, an e-mail message will be sent to the responsible person, reminding such person of approaching task completion deadline.*

- **Remarks**;
- **[Show the details]** button opens the editing window for the registry associated with the schedule.

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.11. Routes

This command opens the routes list. With the use of lists toolbar 100, route may be added, changed or removed.

To open the routes list one may use the following ways:

- from the main menu :"**Basic data**" select the command "**Routes**".
- from side toolbar 100 select menu "**Basic data**" and press: button,

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list

Additional elements of lists toolbar 100:

- - **Show route in the map** – displays the marked route, if it has been indicated earlier on Google™ map of 4Trans TachoScan program.

Route adding/editing window may be divided according to the type of entered data into following parts:

Required information

- **Name** - name of the route;
- **Where from** - starting place selected from the list of places or user locations previously

defined on the map;

- **Where to** - destination place selected from the list of places or user locations previously defined on the map;
-

- opens Google™ map window. On the basis of earlier selected places, the program will mark out the route on map, and after saving of the route, it will take the distance in km and estimate journey duration.

Additional fields

- **kilometers domestic** – road distance in the country, from the first to the last location (border crossing point),
- **kilometers abroad** – road distance outside the country, from the first to the last location (border crossing point),
- **route expense** - the cost of route may be entered;
- **driving time** – the minimum time required to pass a passage,
- **route time** – real driving time after clicking on the: (including breaks, etc.),

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

10.2.2.12. Settings

Settings of functions included in the Engine module:

*Depending on available modules for a user, the menu "**Program settings**" can contain additional settings.*
Their description can be found in every chapter to which the settings apply.
*Depending on the type of installed and available modules, option sequence in the "**Program settings**" window can vary.*

10.2.2.12.1 Main

The options of settings are grouped in two fields:

Miscellaneus

Help always on top

If this option is checked, then the Help window will not be covered by other windows.

Create log

If this option is checked, the program will save occurring internal work-related errors to Log.txt file located in its main directory. This file can be sent to INELO in order to prevent such errors in future.

Turn off reports about errors

If this option has been ticked, if an error occurs during the program operation, no error-reports will be displayed.

Restore previously opened forms at the start of the application

Select this option to remember the windows open when closing the program. When re-starting the program, you will be asked whether to restore the open windows.

The mechanism saves open windows for the following items: sales/purchase invoices, orders, vehicles, semi-trailers, companies, employees, list of record sheets, trips, costs, driver card.

If the program is closed as a result of error or for an unknown reason, regardless of the selection in this option, open windows will be saved by the program.

Active company

Choosing company

Choosing an active (default) company causes that the program will automatically suggest the name in the "**Company**" fields, e.g. when adding a new driver or a vehicle.

Show own companies only

In the field for choosing active company only companies with status of "**own**" company will be available (see: "Basic data -> Companies 109").

Driver and company

Display after the driver's name abbreviation of the company name the driver works for

On the lists where drivers are selected, next to names, an abbreviated form of the company name for which they work will be displayed. This option is especially useful if the same driver is employed by at least two companies.

Reports

Show dates on reports

If this option is ticked, reports will have current date (report preparation date) printed in the top left-hand corner.

10.2.2.12.1.1 Filter settings

The setting options are grouped within the following fields:

Opening of main lists

When the list is being opened, change the date to today when today is out of range of dates

If the option is selected then the program will automatically replace "**date to**" with the current one in all lists that will be opened with the set "**date range**" filter.

Vehicles list

Filter according to active company

If the option is selected then in the program windows, that allow choosing vehicles from list, the function of vehicles filtering according to active company will be enabled.

Filter according to date of sale

If the option is selected then in the program windows, that allow choosing vehicles from list, the function of vehicles filtering according to the date of sale will be enabled.

Filter according to data privileges

If the option is selected then in the program windows, that allow to choose vehicles from list, the function of vehicles filtering according to data privileges - set out for the selected user in the administration panel - will be enabled (see: "Settings -> Users 94 -> Tabs: **Privileges to vehicles**").

Filter according to status

If the option is selected then in the program windows, that allow choosing vehicles from list, the function of vehicles filtering according to "**active/not active**" status will be enabled.

(see: "General information -> Filtering drivers and vehicles in program windows 103")

Drivers list

Filter according to active company

If the option is selected then in the program windows, that allow choosing drivers from list, the function of drivers filtering according to active company will be enabled.

Filter according to date of employment

If the option is selected then in the program windows, that allow choosing drivers from list, the function of drivers filtering according to date of employment will be enabled.

Filter according to data privileges

If the option is selected then in the program windows, that allow to choose drivers from list, the function of drivers filtering according to data privileges - set out for the selected user in the administration panel - will be enabled (see: "Settings -> Users 94 -> Tabs: **Privileges to drivers**").

Filter according to status

If the option is selected then in the program windows, that allow choosing drivers from list, the function of drivers filtering according to "**active/not active**" status will be enabled.

(see: "General information -> Filtering drivers and vehicles in program windows 103")

Default driver/vehicle

During saving the record save the relation default driver/default vehicle (applies to commission, driver card, document, damage, accident and equipment window)

Change of a vehicle to a different than a default one for a selected driver in the aforementioned windows will result in changing linkage after saving the change – a selected vehicle will become a default vehicle for the selected driver.

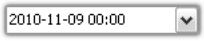
10.2.2.12.1.2 Appearance settings

The tab contains the following options:

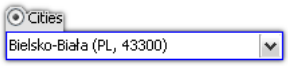
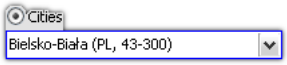
Vehicle description format

The above mentioned group of options covers the elements of vehicle description that may be included or not, as needed. Individual elements of the description will be displayed in the lists in the "**Vehicle**" column.

Separate entering the time from the date

- ☑ ***Option checked*** - field example: ,
- ☐ ***Option unchecked*** - field example:  ,

Hide character "-" in city code in detailed list of cities

- ☑ ***Option checked*** - field example:  ,
- ☐ ***Option unchecked*** - field example:  ,

Hide map in the route edit form

Hides/displays a map display window.

Colors of forms

Set background color

- ☑ ***Option checked*** - allows to change the background colour of windows - click on the **[Change color]** button;
- ☐ ***Option unchecked*** - window background colour is taken from the Windows® settings.

10.2.2.12.1.3 Lists appearance settings

Settings options are grouped in the fields:

Lists fonts.

This option makes it possible to change font on the lists (list of companies, drivers, etc.). Program menu font will not be changed.

Colors

Lists header color

Change of color for the lines background in the list headings.

Highlighted header color

Change of color for the background of a marked column in the list heading.

Lists background color

Change of color on the list's background.

List options

Open editing windows in tabs

Each window of item adding/editing in a given list will open as the next tab.

Set colors on companies list according to customer status

In the company adding/editing window, in "Basic data 109" bookmark, it is possible to define the "**Company status**". In "Libraries 118" ", colour may be changed for a specific position of company status. After selecting that option in the companies list, contractors will be displayed in specific colours depending on the selected company status.

10.2.2.12.1.4 Menu appearance settings

You can change the appearance of the menu main bar in this window:

Menu main bar

Category background color

Through this option you can change category (header) background color of a commands group (Fig. bellow),

Category text color

Through this option you can change category (header) text color of a commands group (Fig. bellow).

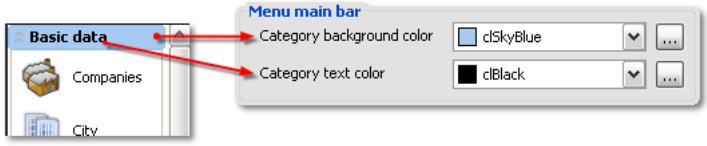


Fig. Menu main (side) bar settings.

Toolbar options

Display the icon subtitles

Icon subtitles can be displayed in the top toolbar.

Cut icon subtitles

After marking this option, icon subtitles in the main toolbar will be cut to fit the width of an icon.

Show side bar

Display/hide the side toolbar with a group of program icons.

10.2.2.12.1.5 Reports settings

Setting options are grouped in the following fields:

Settings

Show dates on reports

If this option is checked, the current date (the date the report is generated) will be shown in the upper left corner of the reports.

Show user on the reports

If this option is checked, the login of the user who generated the report will be shown in the report header.

Show company name in the report header

If this option is selected, the data in the reports will be grouped according to the company.

Exceptions:

- *company will not appear on the "Porównanie tras 208";*
- *reports grouping: for drivers - according to driver's company, for vehicles - according to vehicle's company.*

Show filters of groups

If this option is checked, a field to select groups of drivers or vehicles will also be displayed in the report preparation windows that involve driver or vehicle selection.

Margins (milimeters)

Left, Top

The option is used to set margins in printed reports.

10.2.2.12.2 Paths

*The paths determined in user settings menu are **read-only**.*
The paths can be changed on administrator's account only.

Choosing paths

Path to the 4Trans TachoScan directory

Default path: "**...\My documents\INELO**".
Program main folder.

TachoScan module files path

Default path: "**...\My documents\INELO\TachoScan**".
Folders with the names that are short names of companies input in the program are created in TachoScan module files folder (default name: "**TachoScan**") - number of folders depends on the number of added companies. Whereas the following folders are created in these folders: "**Image**" folders (where tacho disc scan files are stored) and: "**Digital**" folder (where source files downloaded from driver cards and digital tachographs are stored).
It is the same folder of "**tacho images**", which we define during first start-up of the program. This path can be changed in the main settings window.

Path to the documents folder

Default path: "**...\My documents\INELO\Documents**".
Folders with the names that are short names of companies input in the program are created in the documents folder (default name: "**Documents**") - number of folders depends on the number of added companies. It is the same folder of "**documents**", which we define during first start-up of the program. This path can be changed in the main settings window.

10.2.2.12.3 Support

This bookmark shows basic information pertaining to this topic:

- client's installation number,
- server's installation number,
- license number.

and the buttons:

Display the list of modules

Displays the list of all available program files along with their version (Fig. bellow). The list can be exported to a file by clicking the key: Export.

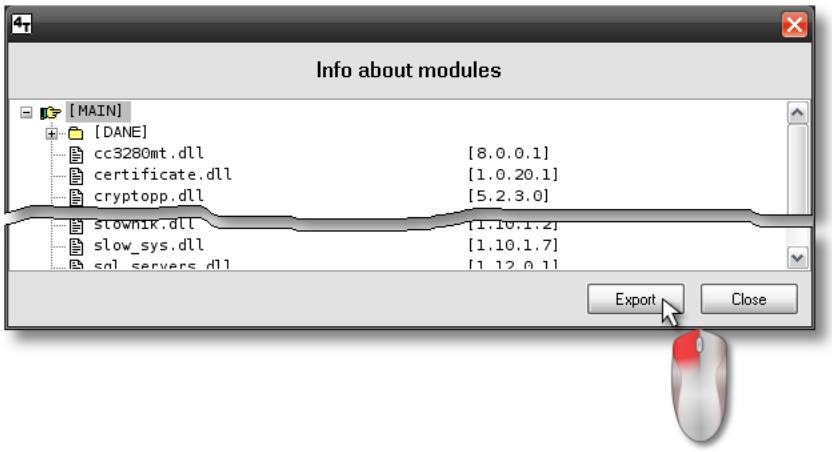


Fig. Window of available modules.

Display licence preview

Displays basic information contained in the license key (Fig. bellow).

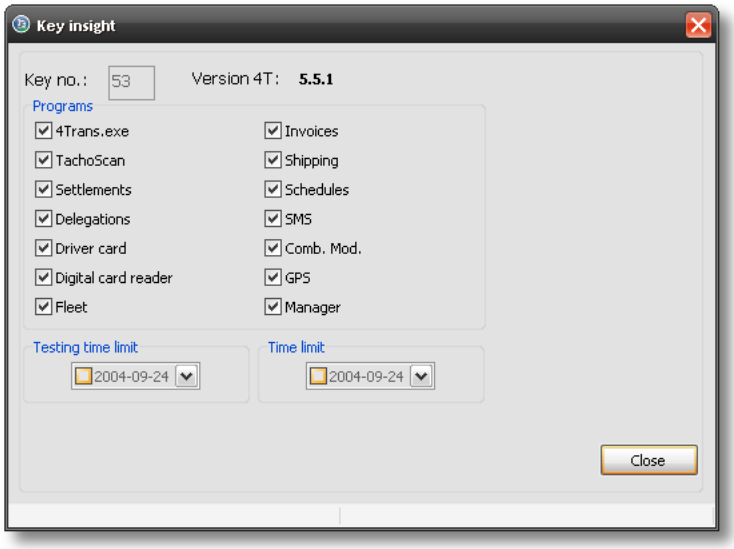


Fig. Window: "License key preview".

Send service report

After pressing this button a special service report is generated, it is to be sent if ordered so by the producer's service 272.

10.2.2.12.4 Agenda

Elements of the tab:

Main

Show the list of incoming tasks having status "To be executed"

Depending on the user "**pinned**" to the created deadline, when the program starts, a window will be displayed showing upcoming deadlines of the tasks and the tasks for which the deadline has passed.

For new entries automatically check the option "Add deadline..."

Some of the forms have a group of options allowing deadlines management using the values entered in the very form. The specified deadline is saved along with the data.

Automatically check the option "Add to agenda" for new entries

This option works in the same way as the one above, except that it works only for entries in which the future date is set.

Number of displayed task recurrences (forward)

If a reminder for the specific deadline is to be repeated more than once (e.g., daily reminder displayed throughout the preceding week = 1 x 7 = 7 repetitions), it is possible to set with this option a number of repetitions to be shown on the deadline list.

Animations

This option is used to enable/disable animation of the windows displayed during generation of reminders. It is recommended to uncheck the option for low performance computers.

Lists appearance settings

Color tasks statuses

The tab is used to change the colours of the font of the deadlines displayed in the list, depending on their status. It is also possible to change the colour of the font for the upcoming deadline.

Change status

Changing status to "Executed" will result in popping up the window of book of: taxes, insurance, mechanical service, vigniettes.

Depending on the type of deadline (i.e., whether it is included – or not - in the tax or insurance book), a new window will be displayed automatically to add a new book (of taxes or insurances) after the deadline status changes into "**executed**" and is saved.

It is advisable to check this option, if you do not want to forget about adding new technical inspection date or other deadlines.

10.2.2.12.5 List of used licences

Information about software licences used by other users/PCs is displayed in this window.

10.2.2.12.6 Administration panel

Depending on user permissions set, this tab will show administration panel tabs. Each of the tabs is described in: "Administration panel 84".

10.2.2.13. Paper clip

Paper clip is the "**binding**" function that groups all kinds of documents and register in one place. It is a very useful function for fast localization of interlinked registers, documents and costs.

Paper clip with name: Breakdown 28-02-08 John Doe. To this paper clip the following documents where added: the cost

of towing, the cost of getting to residential address, the repair of vehicle, technical testing of vehicle, the cost of fence repair (vehicle collision), repeated repair (hidden faults).

*Thanks to the paper clip: "**Breakdown ...**" we know that Mr Doe's break down calculation includes not only the cost of vehicle repair.*

To add, change or delete paper clip it is necessary to use lists toolbar 100.

After entering of the paper clip you should:

- Move to appropriate register that should be linked with the certain paper clip,
- In lists toolbar 100 add New register, complete it and in the lower part of window pick the right paper clip,
  - If the paper clip is already added, it should be edited – by choosing the right paper clip it the lower part of window,
- Move to the next register that should be interlinked with the paper clip etc.

10.2.2.14. User activity

The issue is discussed under: "Administration panel -> User activity 99".

10.2.3. Window

Menu "Window" contains options aimed at managing of windows opened in the program. These include:

- **Cascade** – this arranges windows in a, so-called, cascade (Fig. bellow);

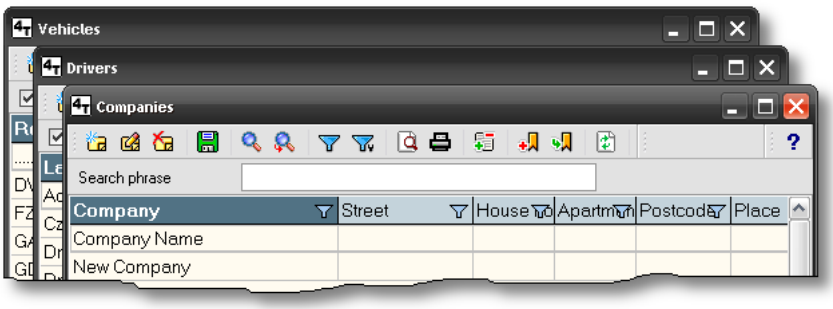


Fig. Cascade window arrangement.

- **Horizontally** – arranges windows in horizontal way;
- **Vertically** – arranges windows in vertical way;
- **Minimize all** – minimizes all windows to the toolbar;
- **Close**- closes the active window;
- **Close all** – closes all opened windows.

10.2.4. Help

Menu "**Help**" contains following options:

Help

This command opens the CHM-format help file on the given computer.

Remote help

This command enables the remote connection with the team servicing 4Trans TachoScan program after it has been agreed with a service employee that such assistance is necessary.

The most important elements of the remote assistance window:

Fig. Remote assistance window.

- (item 1 -Fig. above) - information indicating that everything is ready for remote connection,

*The remote connection is only possible if "**Ready to connect**" message is displayed, see Fig.1.*
*The second necessary condition is that the "**Remote connection**" window **HAS NOT BEEN CLOSED**!*

- (item 2) - opens the "**Options**" window with the remote connection advanced setup options,

*It is recommended not to change settings in the "**Options**" window.*

New features

This command opens the help file on the page that contains recent 4Trans TachoScan program updates.

About

- **About the program** – opens the window (Fig.1) containing information on the subject:

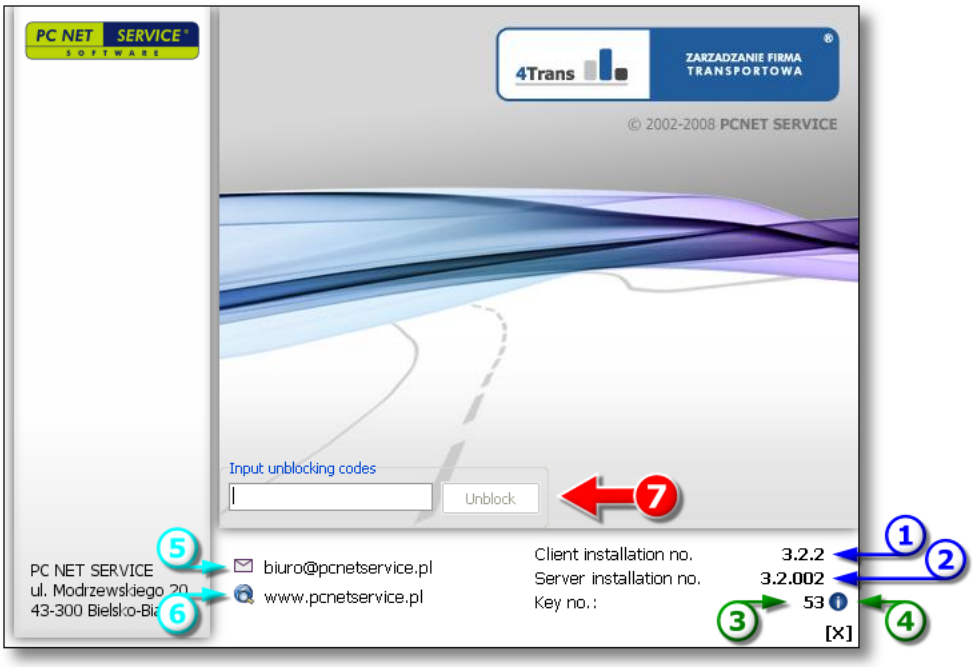


Fig. "About the program" window.

1. **Client installation no.** – number of 4Trans TachoScan version installed on a given computer.
2. **Server installation no.** – number of version installed on a computer acting as a database of the 4Trans TachoScan server.
3. **Key no.** – license key number.
4. - opens a window informing about available licenses or possible time restrictions concerning the program.
5. **biuro@inelo.pl** - office e-mail address to the producer of the program.

After clicking the mouse right button a window of a new MS Outlook message opens automatically, with the already typed receiver's address.

6. **www.inelo.pl** - webpage of the producer of the program.

After clicking the mouse right button a default Internet browser opens the homepage of the producer automatically.

7. Input activation codes **- 4Trans TachoScan** - this field appears only when the program is blocked (time restriction in function).

Activation codes can be received from your regional representative.

Send system report

With the command the "**System report**" form is being opened.

The report collects the most important information on the Windows system in use and on 4Trans TachoScan program; the collected data may be sent to the service team of the program manufacturer.

Search for updates

This commands evokes a window of so-called "**updater**" – i.e., of the program that automatically updates 4Trans TachoScan program.

11. TachoScan Module

The most vital elements of the TachoScan module are:

11.1. Main menu

Main menu elements of the TachoScan module:

11.1.1. Basic data

There are no additional options for the TachoScan module in "**Basic data**" menu in relation to the Engine Module. Yet there are new menu elements:

11.1.1.1. Settings

Settings of functions included in the TachoScan module:

*Depending on available modules for a user, the menu "**Program settings**" can contain additional settings.*
Their description can be found in every chapter to which the settings apply.
*Depending on the type of installed and available modules, option sequence in the "**Program settings**" window can vary.*

11.1.1.1.1 TachoScan

Elements of the tab:

Directories

Images directory

This option is for setting a folder in which the program will store bitmaps of tacho disks, driver cards and mass memory data. Set the path in such a way as to assure enough free space to store them. To change it, click the button.

Scanner

After you have clicked, a window containing a list of all installed scanners will appear. Select the one which will be used for scanning.

Select scanner right before scanning

This option is used to speed up the disk scanning process. When it is marked, the program, each time scanning process is selected, will display scanner selection window. Thanks to that, it is possible, for instance, to connect two scanners and scan the disks alternately (1st one scans, 2nd one sets tacho disks).

Show setting before scanning

Check this option to get the scanner settings displayed each time before scanning starts. In case of scanners other than those recommended by INELO scanning options will always appear, regardless of this setting.

Filter according to active company

Drivers lists

When this option is checked, the filter for drivers is active on all lists of the TachoScan module - only drivers employed by the company set as an active one are visible.

Vehicles lists

If this option is checked, the filter for vehicles is active on all lists of the TachoScan module - only vehicles recorded for the company set as an active one are visible.

Time zone

Data downloaded from driver's cards and digital tachographs as per UTC time zone 270. Proper settings of a time zone causes that time is changed to our time zone.

Brightness

These options are useful in order to improve reading accuracy of points from a disk, if the disk is unclear. There are four pre-defined brightness levels:

bright	sets brightness to "**-10**"
standard	sets brightness to "**-20**"
dark	sets brightness to "**-25**"
very dark	sets brightness to "**-30**"
other	setting brightness level using a slide in the range from "**-50**" to "**0**"

11.1.1.1.1.1 Analog

Elements of the tab:

Disc analysis

Alert if km destination greater than

This option allows to set the value of a constant difference in km or percentage. If the difference between the kilometres set by the program and the kilometres specified by the driver is greater than the value entered or calculated as a percentage, the fields with these values are highlighted in red.Ś

Delete events other than the driving event bellow

If two events/activities of the same type are separated with an activity shorter than the number of minutes specified here, than such event will be deleted and the two events will be joined as one (not applying for driving times).

Delete driving events bellow

Driving times shorter than the time specified here (minimum value is 1 minute) will be automatically deleted by the program.

Set the disc's starting time after the longest rest

- ☑ ***Option checked*** - "Start time 135" option is ignored - the beginning of the chart is set after the longest rest period found on the given chart;
- ☐ ***Option unchecked*** - the beginning of the chart is set at the hour set using the "Start time 135" option,

11.1.1.1.1.2 Default

Default settings make it easier to insert new analog disks to the program, since it can automatically fill in suitable fields with previously provided values.

Elements of the bookmark:

Data and time

Set disc date as today

As the discs are entered the program will insert the current date.

Set disk default date

If the option is checked the program will assign the entered discs the date that is given below.

Regardless of default settings it is recommended to check and set the start hour again.

Driver

Set a default driver

If this option is indicated, from the drop-down list a driver's name, who will then be inserted into suitable fields on the disk insertion form, can be chosen,

Using buttons from the toolbar located next to a driver's field you can add or edit driver's names.

Vehicle

Set a default vehicle

If this option is indicated, from the drop-down list a vehicle's registration number pertaining to the car that will then be inserted into suitable fields on the disk insertion form, can be chosen.

Using buttons from the toolbar located next to a vehicle's field you can add or edit vehicle's registration numbers.

Disk

These fields apply to registering events by means of different types of tachographs. The program will accept newly scanned / collected disks as of such type as is set here.

Types of chart

"**Standard**" – applies to most tachographs.

"**Thin chart**" – used to improve disk analysis on which the event line is thinner than normal (it depends on a tachograph model). If a disk is analyzed wrongly, one can try to indicate this field in order to improve the quality of analysis.

"**Step chart**" – pertaining to tachographs on which the line presenting types of driver's activity in drawn on a different level for each type of activity, e.g. is bolded in the case of driving.

"**Pseudo-step**" option – improves analysis of non-standard disks with step chart.

Detailed disk

Indicating this option causes that the analysis is characterized by a different reading of

kilometers and more precise reading of events so that even very short ones (from 1 minute) can be found and they are not rejected automatically but only in the case of appropriate settings of analysis. This has some drawbacks: sometimes inaccuracies resulting from the scanning process are indicated as events. Kilometers are found for the entire disk and not for particular events. Such reading of kilometers causes some inaccuracies when calculating the number of kilometers for routes. Additionally, the list of events contains a column "**Km**" and "**Km/h**", because the number of kilometres and average speed is calculated for the entire disk, not for particular events.

Size of image

The standard, step options and the entire disk allow to choose the width of "**cropping**" images of the scanned disks.

Vehicle

Here you can choose whether the program is to treat the scanned disks as those from a lorry or a bus. The difference is significant since busses can drive faster than lorries and other speed limitations also apply - .e.g. reaching the speed of more that 140 km/h instead of 85 km/h will be a violation. Reading of kilometers on the disk is adjusted to this.

11.1.1.1.1.3 Delete old data

Elements of the tab:

Delete data older than:

In this field, set the date defining the last day in the period until which (depending on the options checked below) records from "**discs/ days from driver's card**" will be deleted.

Delete:

analog discs

If the option is checked, the data originating from tacho discs will be deleted from the data base. The option does not delete tacho disc images!

delete disc images (bitmaps) from the hard drive as well

The option is available if the previous one is checked. If checked, the program will delete – apart from the data originating from tacho discs – also scanned tacho disc images saved on the HDD.

digital driver card data and Gbox discs

Checking the option results in deleting the data downloaded from drivers' cards.

digital tachograph data

Checking the option results in deleting the data downloaded from digital tachographs.

detailed speed from digital tachogrph

Checking the option results in deleting the detailed speed data downloaded from digital tachographs.

- Pressing this button starts the data deleting process, depending on which of the above options are checked.

11.1.1.1.1.4 Digital

Elements of the tab:

Digital tachograph

Select COM port

Allows to direct the program to which COM port the transmission cable has been connected (downloading data by means of a cable, laptop and TachoScan module) or, in the case of using USB/RS232 converter,on what COM port the converter is installed. If no COM has been chosen, an additional dialogue window will be displayed during the reading.

Download speed

Allows to select speed at which data is downloaded from a digital tachograph. This is closely related to parameters of the device and thus choosing an improper value can disable communication with the tachograph

Automatic detection of COM port

After installing Tacho-USB device, the program, when attempting to read a tachograph, will detect the COM port to which the device is "**attached**" itself. Indicating this field deactivates the above option: "**Select COM port**".

DBOX

Select port COM

Makes it possible to show the program to which COM port the DBOX device was attached. If no COM has been chosen, an additional dialogue window will be displayed during the reading.

Delete files after download

TachoReader Mobile, TachoDrive, Optac and Downloadkey

After indicating this option, data recorded in the devices mentioned hereinabove will be deleted from the device, after they have been successfully downloaded to the TachoScan module.

DBOX

After indicating this option, data recorded in DBOX will be deleted from it, after they have been successfully downloaded to the TachoScan module.

Download deadlines

Planned card reading every

Every how many days a card is to be read (default "**21**"),

Planned tachograph reading every

Every how many days data is to be downloaded from a tachograph (default "**90**"),

Card warnings ... days before reading

How many days beforehand the program is to remind the driver about a planned card reading (default "**5**").

Tachograph warnings ... days before reading

How many days in advance is the program to remind us of planned digital tachograph read out ("**5**" days as default).

End of card and calibration validity warning ... days before deadline

How many days in advance is the program to remind us of the end of driver card validity and tachograph re-calibration ("**30**" days as default)

Show warning about missing download/expired validity at the program startup

When this option is marked, the program, every time upon activation, will verify and display the window reminding of approaching dates of read outs, as well as time limits of drivers cards validity and tachographs calibration. The date of previous read out will be shown in the driver card and digital tachograph read out summing up window, and the number of days since previous read out will be shown in brackets.

11.1.1.1.1.5 Infringements - Analysis

Infringements analysis options

Accept as a daily rest period the rest lasting at least:

The program closes the daily driving period if the daily rest period lasts at least (select the correct option):

- 7 hours;
- 9 hours;

Split daily driving time at the end of the week

In a situation where within 2 weeks there are 5 exceedances of the daily driving time over 9 hours, where two exceedances take place in the first week, next 2 are in the second week, and fifth at the turn of those weeks, the program:

- ☑ ***Option checked*** - does not show an offense;
- ☐ ***Option unchecked*** - shows an offense.

This option applies to Article 6 paragraph 1 of Regulation 561/2006:
1. Daily driving time shall not exceed 9 hours.
However, the daily driving time may be extended to at most 10 hours not more than twice during the week.

Include 45 min break in resting time (AETR only)

By default, activation of the point for both norms, saying that the rest time during continuous driving cannot be included into the rest time during daily drive, is turned off and this applies to the daily rest time "**consisting**" of 2 or 3 fragments. In other words, the rest time during the drive being, e.g. 1h is the rest time for both daily and continuous drive. In order to change this, deactivate this option.

Include availability time in 45 min break (AETR only)

art. 7 AETR: Breaks: "**After driving for four and half an hour the driver has to comply with the break lasting at least forty five minutes, unless he starts the rest time**". If this option is indicated, when inspecting driving and rest times, the program can treat 50% availability hours as a break.

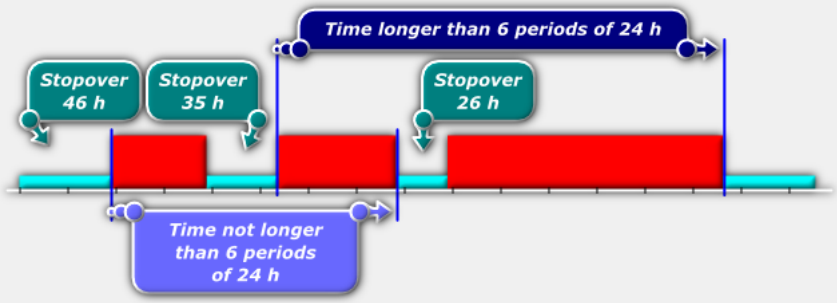
Each 45-minute break ends continous driving period

When you select this option, the program will - as in previous versions - the close of continuous driving time after each 45 min. break. If, however, this option is not selected to program will summarize and optimize time of continuous driving (in terms of Regulation No 561/06) to show the least of offences.

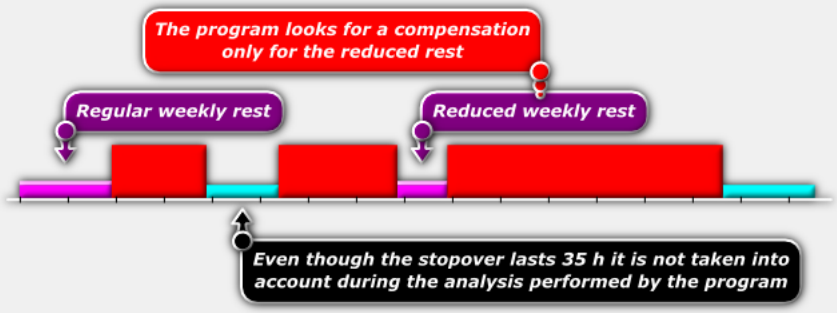
9-hour rest ends the driving period regardless of this option.

Require all reduced weekly rests to be compensated

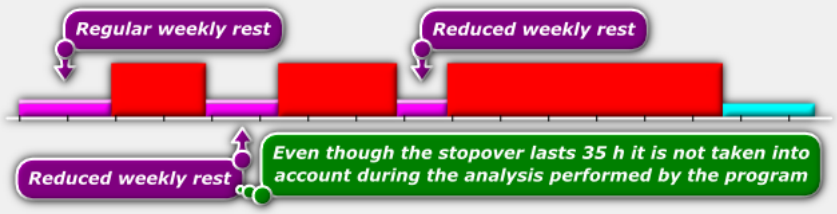
An exemplary week:



☑ ***Option checked*** - TachoScan chooses - from among all rests lasting between 24 h and 45 h in the two-week period - the minimum number of rests so as to maintain adherence to the law (and in particular to the requirement that no more than 6 days /periods of 24 h/ may pass between the preceding and the successive weekly rests), and looks for a compensation for them.
After the interpretation is accomplished by the program:


The program looks for a compensation only for the reduced rest
Regular weekly rest
Reduced weekly rest
Even though the stopover lasts 35 h it is not taken into account during the analysis performed by the program

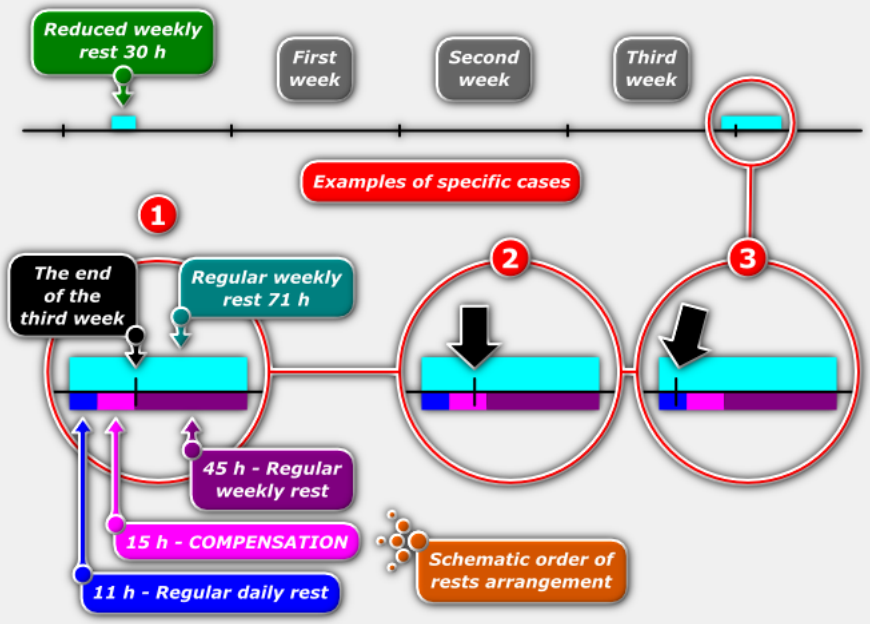
☐ ***Option unchecked*** - During the analysis, the program chooses - from among all rests lasting between 24 h and 45 h in the two-week period - the one that is optimal, and looks for compensation only for this single rest. The remaining reduced weekly rests need no compensation.
After the interpretation is accomplished by the program:


Regular weekly rest
Reduced weekly rest
Reduced weekly rest
Even though the stopover lasts 35 h it is not taken into account during the analysis performed by the program

Require compensation of reduced weekly rests necessary to meet the requirement of the following weekly rest within six 24-h periods

This option operates similarly to the above one, the only difference being that the program requires compensation for only such weekly rests that meet the requirement of starting the weekly rest period within 6 periods of 24 hours.

⊟ **Compensation has to be ended till the end of the third week**



☑ ***Option checked*** - Program requires **the compensation to be taken in full before the end of the third week following the reduction**.
In the situation as presented on the figure above the program will insert compensation only in the first case – this is an extreme example in which the end of the compensation being inserted coincides precisely with the end of the third week following the reduced weekly rest.

☐ ***Option unchecked*** - Program requires the rest which includes compensation to start before the end of the third week following the reduced weekly rest.
In the situation as presented on the figure above the program will insert compensation in each case. The second and third cases show that whatever is the location of the rest for compensation, the program will always insert the compensation, provided **the weekly rest begins before the end of the third week** following the reduced weekly rest.

Do not force weekly rest in each week (561 only)

☐ ***Option unchecked*** - program searches for weekly rest in each of the weeks,

☑ ***Option checked*** - program searches for the most recent valid weekly rest occurrence (and long enough to meet the rule of at least one regular and one shortened weekly rests within two consecutive weeks) within six days from the preceding one.

Treat driving OUT activities as "other work"

The program treats driving event checked as OUT as "**other work**".

Drivers of vehicles equipped with digital tachograph can label driving times as OUT - those activities are excluded form the regime of the Regulation (EC) No. 561/2006.

11.1.1.1.1.6 Infringements - Tolerance

*In order to change time tolerances, privileges must be activated: "**to change tolerance settings for TachoScan module** " – contact your company's administrator or IT technologist.*

Elements of the tab:

Time tolerances in control reports

Daily driving time/rest period

The sum of daily rest time (8, 9, 11, 12 h) can be shorter than required by the number of minutes set here and the program will not treat this as a too short daily rest time. This tolerance is useful when, e.g. two days were joined into one because, e.g. they were 5 minutes too short. This also applies to 8h rest (AETR) when accumulating a daily rest consisting of 2-3 shorter periods and 9h (561) when accumulating a daily rest consisting of a shorter than 3h.

1 hour resting time

When accumulating a daily rest time consisting of 2, 3 breaks of which one must take at least 8 hours and others not less than 1 hour (AETR), this applies to the latter – they can be shorter by such a number of minutes than the said 1 hour.

Continual driving time

The time limit of continuous drive, which is 4.5h, can be expanded by the number of minutes specified here and the program will not show this as an infringement.

45 min break

A break during continuous driving (In 1, 2 or 3 sections) can be shorter than the said 45 minutes by the number of minutes specified here and the program will not treat this as a traffic violation. This tolerance must be at least 3 times greater than the tolerance pertaining to 15 minute's break.

30 min break

30-minute's break can be shorter by the number of minutes specified here when the 45-minute's break is divided into 2 stages – especially for inspections according to the Regulation (EC) No 561.

15 min break

15-minute's break can be shorter by the number of minutes specified here when the 45-minute's break is divided into stages.

Multi-manning

Ignore activities other than driving during analysis of multi-manning

☑ ***Option checked*** - a multi-manning day can be interrupted only by the activity of driving by the second driver in another car,

☐ ***Option unchecked*** - a multi-manning day can be interrupted by any activity of the second driver in another car,

When verifying multi-manning ignore events below [...]

Ignoring short non multi-manning events - an important option for reading the card, where there are short "**non multi-manning**" events when changing the cards by the drivers.

Require presence of another driver within an hour since:

To start a multi-manning driving cycle, the second driver must sit in the car within a maximum of one hour. Choose from which activities measuring time will be started:

- **any first activity in daily driving time**;
- **first driving activity in daily driving time**;

11.1.1.1.1.7 Miscellaneous

Elements of the tab:

Miscellaneous

Close disc when next is open

If this option is checked, every opening of a tacho disk for edition will cause that the previously opened disk is closed.

Alert when activities overlap during saving tacho

If the option is selected then during the attempt to save tachograph disc/day from driver's card the program will check if the newly added events overlap and, if so, a relevant message will be displayed.

Alert when activities overlap during generating of control reports

If the option is selected then during generating of offences report the program will display a window with a relevant message when, during the period under analysis, activities of the analysed driver's driving time overlap.

Show default settings after scanning

The program will display the window "**Default settings**" before each scanning (see: "TachoScan -> Default settings 181").

Show information about missing scan when disc is being edited

If the option is checked, the program will show a window with a message about missing scans for those tacho discs opened for edition, for which it has not found corresponding scanned images in the folder with appropriate files (Tachoscan).
Exception: No matter the option has been checked or not, the program will not display the message about missing scan for free days or days added with the "**Add disc manually**" command.

Show driver card or digital tachograph data before saving

Upon marking this option after each download of digital readings, the program will display a window with identification data of the driver card, a list of readings taken and the results of the validation of certificates.

Close digital readings after saving the data if more than 5 files were opened

- ☑ ***Option checked*** - after reading and saving the digital file, the program closes all daily visualization windows if more than 5 files were selected to upload. With this solution, the program uses less memory, and as a result more digital readouts can be retrieved at the same time;
- ☐ ***Option unchecked*** - after reading and saving a digital file, for each of the readouts the program opens a daily visualization window;

Show information about not entered driving licence categories

After selecting this option, after each digital data download, the programme will check whether the driver has filled in the information about the driving license categories held. The driving license category window will be displayed for every driver who does not have this information filled in.

Ask for confirmation when disc type or disc center is being changed

Save detailed speed data from digital tachograph

If the option is checked, the detailed speed data downloaded from tachograph will be saved in the database.

Checking this option will affect the speed that the data are read out from/ written to the data base.

Check the external directory during program start-up

The program will check before each start whether there are files in the external directory "**Input** " (see: "From external device -> External folder 164"), if they do, a suitable message will be displayed with the suggestion of downloading those files.

Enable assistants

If the option is checked, it is possible additionally to assign each disc and each day from the driver's card to a so-called assistant (see: "List of discs/days from card 166", "Disk analysis window -> Tab - Basic data 220", "Driver's card analysis window -> Preview and data edition 234 and Daily visualization 234").

Approximate km for activities from driver cards

If a driver drove the same vehicle and did not withdraw the driver's card and the tachograph recorded several driving events on a given day, then there would be no possibility to read what length the driver negotiated during individual driving events.
After marking this option, the program will count an approximate length negotiated by the driver during each of driving events alone. Approximation shall be visible in the report: "Weekly control of driver's working and resting time 197".

The digital tachograph records the km counter in a driver's card in several instances:

- *directly on inserting the driver's card in the tachograph,*
- *directly before withdrawing the driver's card from the tachograph,*
- *when the event is added manually using the tachograph (e.g., driving on to the ferry),*
- *at 00:00 UTC,*

Show warning when saving the overlapping attestations

After selecting this option, the programme will display a window with an appropriate message when trying to generate certificates, if the certificates overlap each other during the given period.

11.1.2. TachoScan

Elements of TachoScan menu:

11.1.2.1. Scan

Two types of scanners can be used to scan tacho disks in the TachoScan module:

11.1.2.1.1 Flatbed scanner

After choosing this option a scanner software window will appear and then scanning will start. Disk images will automatically appear in the screen, immediately after being scanned, each disk in a separate window. Additionally, the program displays a message about the number of disks found. If an error message is displayed, e.g. "**Unable to open default Data Source**", make sure whether the scanner is correctly installed and connected.

In order to start scanning, place the given number of disks (from 1 to 6) in the scanner so that all of them are in the scanning area (A4 area). No special peripheral device is necessary for correct scanning. Disks can be located at random.

*Placing a disk with „**tear**" towards right causes that the scanned image that appears in the screen will not be reversed, which should make it easier to read driver's and vehicle's data from the disk.*

An example disks arrangement on the scanner (Fig. bellow) - the most convenient way as information inserted by the driver will be easy to read from such scanned disks.

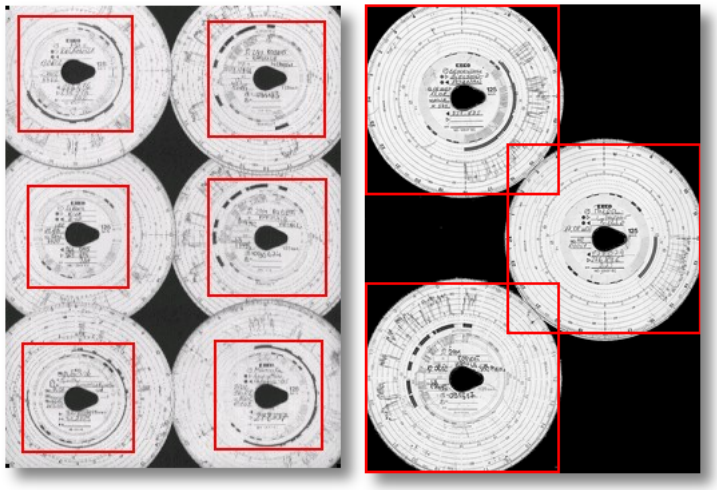


Fig. Disk arrangement in scanner.

Fragments of disks taken into consideration during the analysis are marked with red rectangles.

Disks on the scanner must be placed with the recording side towards the bottom. The above example shows disks seen from the scanner glass.

After placing disks, close the scanner cover in order to limit possible inaccuracies. To begin scanning of tacho disks, you can take advantage of the following:

- press the key combination: Alt + S,
- select "**Scan**" option from the "**TachoScan**" menu.
- select "**TachoScan**" from the side toolbar and press the button:

11.1.2.1.2 Roller scanner (plustek ps281)

To start the scanning process, place a specific number of disks (max. 50) in the scanner feed, all with their side with a chart turned towards the inside of the scanner. The angle of a disk teardrop pointer rotation is unimportant (Fig. bellow).

Fig. Position of the disks in the scanner.

Before the start of scanning, you can use the command "Default settings 181". In the settings window, you can select a driver, vehicle, date of the first disk (each subsequent scanned disk date will be one day later). Data inserted in this window will be filled out automatically on each scanned disk.

To be able to keep correct automatic count of dates during scanning the disks of the same driver one by one, it is recommended to place clean sheets of paper instead of the disks with days off or days without driving (no disk). After scanning a clean sheet of paper, the program will not detect the disk, yet will still switch the default disk date to the next day. For example, when scanning the disks during the period when the driver had the weekend off, place two clean sheets of paper in appropriate places.

After placing the disks in the feed, start scanning using the following:

- click key combination

,
- from the main menu "**TachoScan**", select the option "**Scan**".
- from the side toolbar 100,select the menu "**TachoScan**" and click the button:

After scanning all the disks by the scanner, the program will open each of them in a separate window.

Review each disk, complete driver's data and record it.

11.1.2.2. Open

In order to open scanned images of disks (bitmaps) or a download file from a driver card or digital tachograph in order to preview or save them to the database, you can take advantage of the following:

- click the button combination

,
- from the main menu of "**TachoScan**" select the "**Open**" option.
- in the side toolbar 100 select "**TachoScan**" menu and press the button:

After choosing this option a window with a file choice will appear. You need to mark the file containing a given disk (bmp format) or a download file containing data downloaded from a driver card or a digital tachograph (ddd format), and then click the button

(Fig. bellow).

This command is not meant to edit data saved in the program's database!

In order to edit or preview data saved in the database you need to use the command: "Lists of discs/days from card 166" for tacho disks and driver card data and "List of days from tachograph 168" for mass memory data (digital tachograph data).

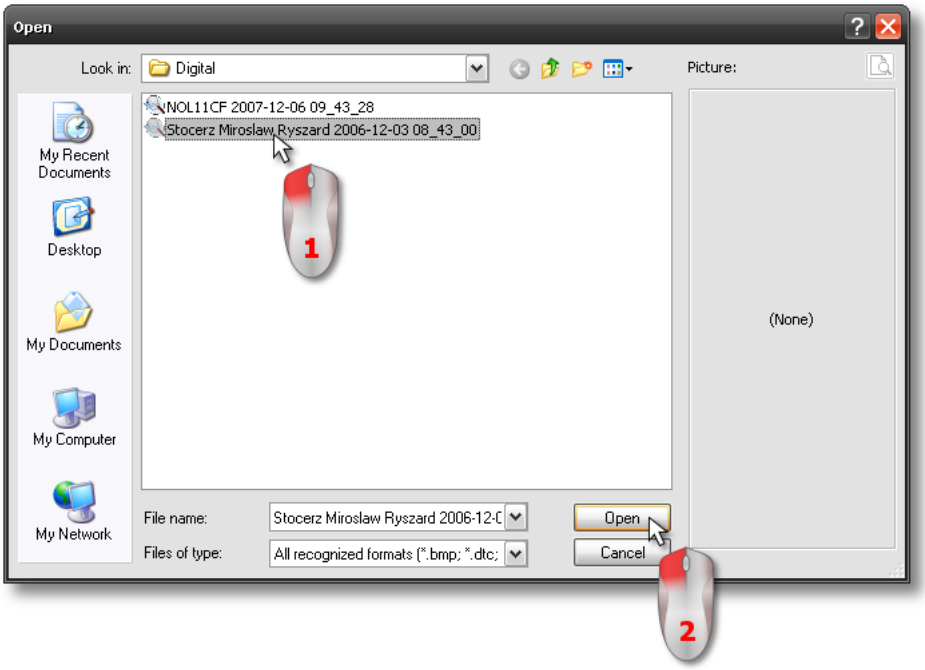


Fig. File selection window

The program displays a window with the basic data from reading the driver card or the tachograph with the "**Certificates**" tab, where you should click on:

- Save - data is saved to the database, or
- Cancel - data saving is omitted,

If in the downloaded file from a tachograph the program detects an improper certificate, it will additionally display information about such incorrect file.

In such case data will not be saved in the database!!!

*If you do not want the summary window to be displayed, mark the option: "**Show driver card or digital tachograph data before saving**" in program settings 142.*

After checking the correctness of the readout of certificates 249, depending on the type of file which is open the program will proceed to analyze the data and display the appropriate window:

- for "**bmp**" files - disc analysis window 220,
- for "**ddd**", "**esm**", "**c1b**", "**dtg**", "**dtc**", "**tgd**", "**v1b**" - window of driver card data 234 or window of mass memory data 256.

*When opening "**bmp**" files each recognized disk from each file will be opened in a separate analysis window.*
The TachoScan module also analyzes files from other download devices (i.e. ESM format).

11.1.2.3. Read driver card

This command is to read data from driver's cards (chip card). This option is available after installing a chip card reader and appropriate program drivers and purchasing digital data support option (see: Installation -> Installing devices -> TachoReader 55).

In order to download data from a driver's card **first** the card needs to be correctly inserted into the reader (Fig. bellow).

Fig. Card inserted into card reader

To start downloading data from a driver's card you can use the following options:

- press button combination Alt + C,
- from the main menu of "**TachoScan**" select "**Read driver card**".
- from the side toolbar 100 select "**TachoScan**" menu and press the button:

The program displays a window with basic data of the cards with "certificates 248" tab, where you should click on:

- Save - data is saved to the database, or
- Cancel - data saving is omitted,

If in the downloaded file from a tachograph the program detects an improper certificate, it will additionally display information about such incorrect file.

In such case data will not be saved in the database!!!

*If you do not want the summary window to be displayed, mark the option: "**Show driver card or digital tachograph data before saving**" in program settings 142.*

If a driver's card is read for the first time, the program will display:

Window: "Select a driver or save a new one"

A detailed description is in the section: ""Save a new driver" window 270".

If a new vehicle registration number is downloaded from card data, then the window similar to the driver selection window will be displayed:

Window: "Select the vehicle or add a new one"

A detailed description is in the section: ""Save a new vehicle" window 271".

Another step will be recording data in the database and displaying them in a new window 234. If given days have been recorded before, their recording will be omitted.

Detailed description of driver's card analysis window can be found HERE 234.

Days downloaded from the driver's card and saved can be viewed by using this command: Lists of discs/days from card 166 in TachoScan menu.

The times from the tachograph are shifted automatically, according to the time zone setting.

*Data files downloaded from a driver's card is recorded in the form of a binary file in the "**Digital**" sub-catalogue. This can be opened at any time and analyzed again by clicking the option Open 145.*

11.1.2.4. Read digital tachograph

This function for downloading data from digital tachographs.

To download data from a digital tachograph a direct computer (laptop) connection through a transmission cable with the tachograph is required.

To initiate downloading data from the tachograph by means of the transmission cable, you can do the following:

- press the key combination Alt + Z,
- select "**Read digital tachograph**" option from the "**TachoScan**" main menu.
- select "**TachoScan**" from the side toolbar 100 and press the button:

After performing these tasks, a window with selection option for data download will appear:

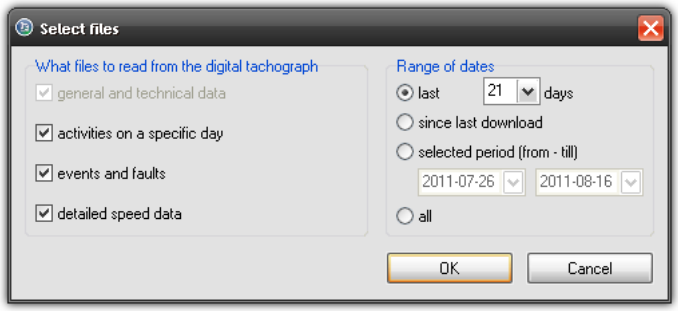


Fig. Tachograph download configuration window

The program displays a window with the basic data from reading the tachograph with the "certificates 248" tab. You should click on:

- Save - data is saved to the database, or
- Cancel - data saving is omitted,

If in the downloaded file from a tachograph the program detects an improper certificate, it will additionally display information about such incorrect file.

In such case data will not be saved in the database!!!

*If you do not want the summary window to be displayed, mark the option: "**Show driver card or digital tachograph data before saving**" in program settings 142.*

If data are downloaded from the tachograph for the first time, the system will display:

Window: "Select the vehicle or add a new one"

A detailed description is in the section: ""Save a new vehicle" window 271".

Similarly, if a new driver appears in the data downloaded from the tachograph, the system will display:

Window: "Select a driver or save a new one"

A detailed description is in the section: ""Save a new driver" window 270".

Another step will be recording data in the database and displaying them in a new window 256. If given days have been recorded before, their recording will be omitted.

Detailed description of digital tachograph's window analysis can be found HERE 234.

Recorded days downloaded from a digital tachograph can be viewed using this command: Lists of days from tachograph 168 in TachoScan menu.

Times read from the tachograph are automatically shifted, in accordance with time zone settings.

Detailed information regarding data download with peripherals can be found in a separate document. To open it, click here.

*Data files downloaded from digital tachograph is recorded as a binary file in the "**Digital**" sub-catalogue. This can be opened at any time and analyzed again by clicking Open 145.*

11.1.2.5. From external device

"**From external device**" is a function by means of which we can retrieve data from other download devices for driver cards and digital tachographs.

To download data from such a device it is necessary to connected this device to the computer - data download from a digital tachograph or a driver card must be done previously.

This option enables also downloading digital readings from other locations (see: External folder 164) e. g, using G-BOX device (see: **GPS Module**).

To start downloading data from peripherals you can use the following options

- press button combination

,
- from the main menu of "**TachoScan**" select "**From external device**" option.
- from the side toolbar 100 select "**TachoScan**" menu and press the button:

After performing the aforesaid activities, select a suitable tab in the new window:

11.1.2.5.1 TachoReader Mobile

This tab can be divided into three groups:

The window becomes active after plugging the TachoReader Mobile key or TachoReader Combo device into a USB socket of your computer.

For beginners working with TachoReader Mobile it is recommended to follow these steps when downloading data from a digital tachograph: "Recommended stages of working with the key 153".

11.1.2.5.1.1 Downloading and cleaning of readings

"**Downloading readings**" is a command which copies files (these are source files – original ones downloaded, in this case, from a digital tachograph – in case of an inspection these files are presented to Inspectors) located in the TachoRaeder's memory into the directory "**Digital**" on the hard disk of the computer (see: "Administrator settings -> Main 81").

The menu becomes active after plugging the TachoReader Mobile key or TachoReader Combo device to a USB socket.

At the same time, using this command, analysis of data read from the file begins and its results are displayed (see: "Transferring data to a computer 155").

In order to retrieve files saved on a key you need to:

- connect the device to a computer,
- press the icon:
,

- then, in the first tab (Fig. bellow) depending on needs, select:
  - "**Retrieve all readings**" (item 1) - downloading all files available on the device to the program,
  - "**Retrieve last reading**" (item 2) - downloading the newest file available on the device,

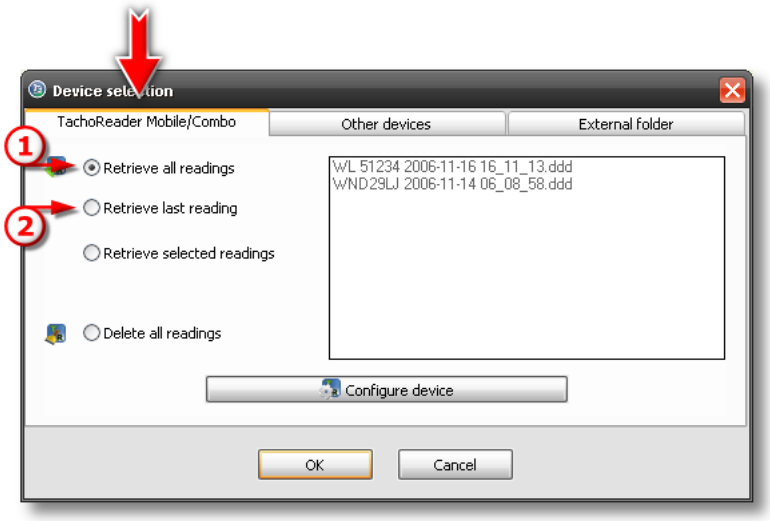


Fig. Downloading readings – general

  - "**Retrieve selected readings**" (item 3 - Fig. bellow) - downloading any marked file indicated on the list (item 4).

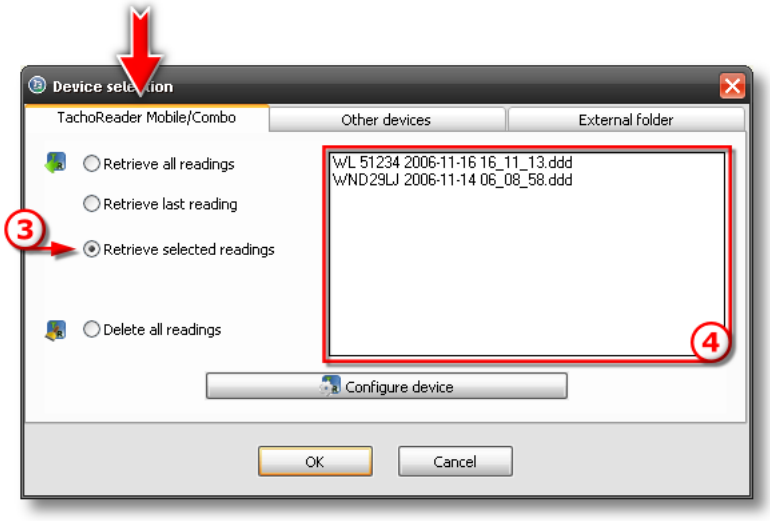


Fig. Downloading readings – selecting a file from the list

*If in the program settings 136 the option is activated: "**Delete files after download**" then after successful download the files will be deleted from the memory of the device.*

  - "**Delete all readings**" (item 5 - Fig. bellow) -this command is to delete all mass memory data, i.e. "**ddd**" files. Other files stored in the memory of TachoReader will not be altered.

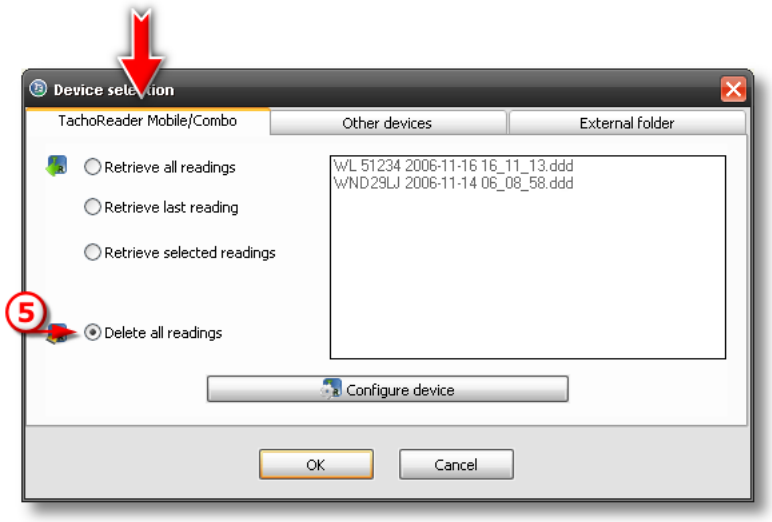


Fig. Deleting readings.

For safety reasons and work comfort it is not recommended to store a great number of files on the TachoReader device.

11.1.2.5.1.2 Device configuration

Using the "**Configure device**" command we set the range and type of data downloaded from a digital tachograph. This command is for formatting the device (cleaning the content of memory) and updating the software on the device as well.

The menu becomes active after plugging the TachoReader Mobile or TachoReader Combo device to a USB socket of the computer.

To proceed with configuration you need to:

- connect the device to a computer;
- press the icon: ;
- In the first tab, click the button: (Fig. bellow);

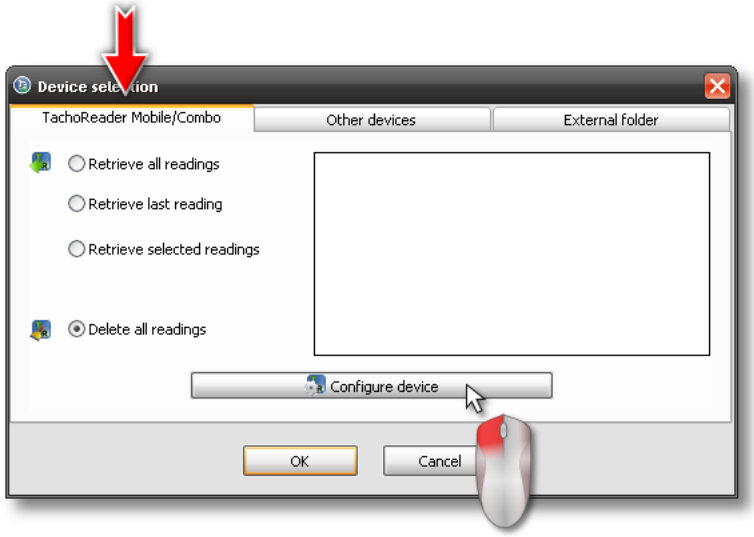


Fig. Button "Configure device".

- then, depending on needs, choose:

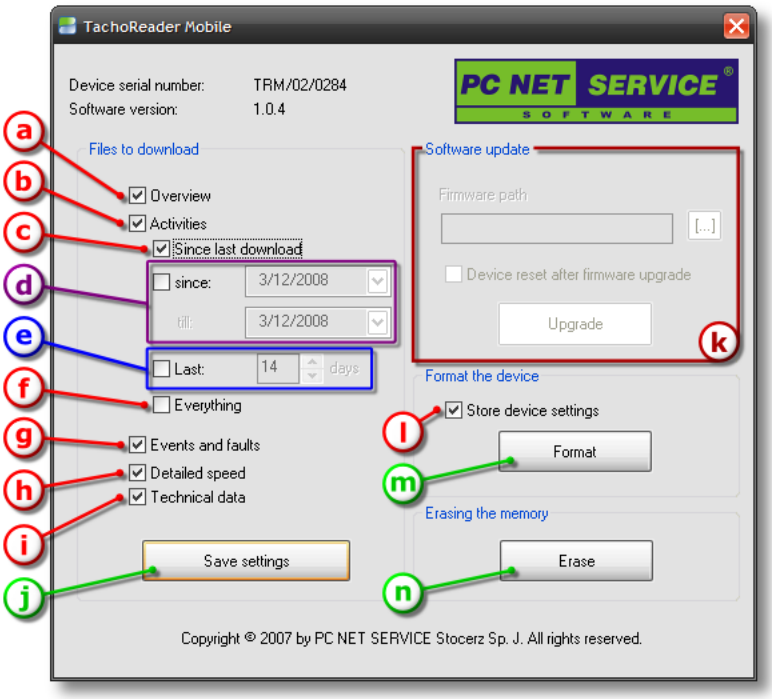


Fig. TachoReader Mobile - configuration dialog

a. **Overview** - basic information about the tachograph;
b. **Activities** - driving, work, rest and availability divided into particular days;
   c. **Since last download** - range of retrieved activity data goes back to the previous download performed with TachoReader;

The date of the last download is saved in the TachoReader's memory. Thus the date of a previous download performed with a different device, this has no impact on the download performed with TachoReader Mobile.
It is recommended to use this option when downloading data.

   d. **Since ... till ...** - set any range of dates for activities being downloaded;
   e. **Last ...** - setting any number of last days to be downloaded (from today backward);
   f. **Everything** - download all activity data from the mass memory of the tachograph;

A download from a tachograph can take up to one hour time.

g. **Events and faults** - download of events from tachograph's memory (e.g. driving without a card) and faults (e.g. power supply interruption);
h. **Detailed speed** - downloading detailed speed data as recorded by the tachograph;

A digital tachograph registers speed every one second but stores those data for the last 24 hours driving time only. Downloading the speed data makes the download time by several minutes longer.

i. **Technical data** - retrieving data concerning calibration dates, tachograph's serial number, and others;
j.

- push this button to save the changed configuration settings;
k. **Software update** - window being rebuilt;
l. **Store device settings** - when the option is active, the formatting process will delete neither the device configuration settings, nor the dates of the last downloads made on this digital tachographs;

It is recommended that this option is active.

m. Format - starting the formatting process;

Before launching the formatting process it is recommended to verify whether data has been moved from the device to a computer or a different data carrier.

n. Erase - press this button to delete all download files from the device.

11.1.2.5.1.3 Recommended stages of working with the key

Recommended stages of working with TachoReader Mobile key:

Prior to downloading data from a digital tachograph you need to configure the TachoReader device:

1. Connect the TachoReader device to a USB.
2. Start the program.
3. After pushing the button: push the button: Configure device (Fig. bellow).

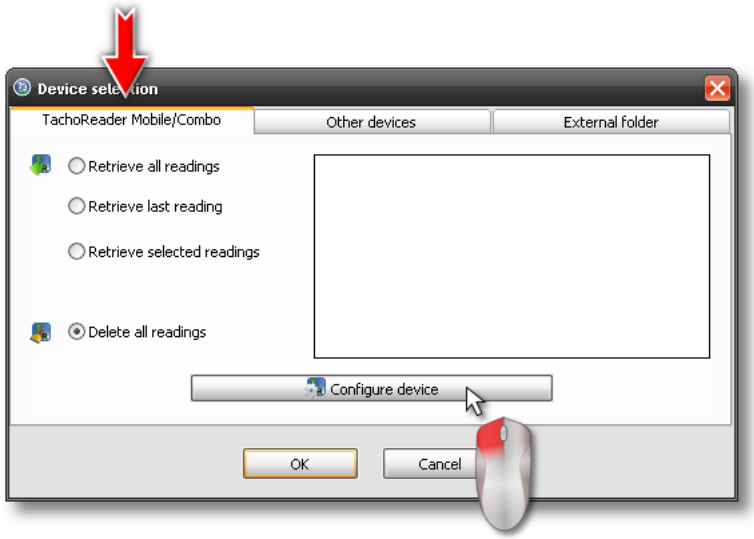


Fig. "TachoReader Mobile" tab.

4. During every reading of a digital tachograph the following configuration is recommended (Fig. bellow):

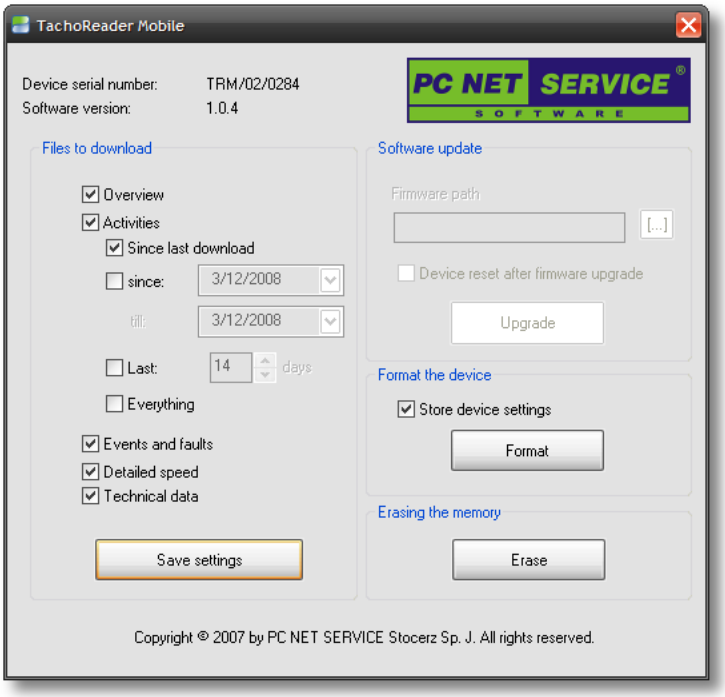


Fig. TachoReader configuration window – default settings.

*One needs to take into account that during every data download from a tachograph this option has been checked: "**Since last download**" for "**Activities**".*

During the first download from a tachograph with TachoReader, the device will download the whole range of activities available in the tachograph's memory itself.

In the default settings the option of detailed download of speed-related data is checked.

*You need to remember that the tachograph stores in its memory the speed data only for the **last 24 hours of the driving time**.*

Depending on the number of days being downloaded from the tachograph's memory, the download can take up to 1 hour.

In order to download data from a tachograph you need to:

1. Place the vehicle ignition key in the position II (ignition) – the lamps on the instrument board light up (the tachograph is activated).

For security reasons perform these operations in the presence of the driver.

2. Insert the company card into the slot 1 or 2 of the tachograph.
3. Confirm the prompt 'Company lock yes/no' when the company card is accepted.
4. Plug the device TachoReader Mobile to the tachograph.

Position of the tachograph socket - see instruction manual of the tachograph.

5. The TachoReader Mobile launches the download automatically (LED flashing green).
6. Both LEDs beam green, when the download is completed (in case of download faults the LEDs flash red).

*A transmission error during a download results with red LED fleshing in the device body. In such case check: "**Error codes - TachoReader Mobile** 156".*

Repeat the download procedure if the download device signals a download fault. If the repeated download fails, try to read another tachograph as a test.

The tachograph could be out of order if the repeated download succeeds (visit a tachograph service station).

If the second download fails, contact the Service 272 of the TachoReader Mobile manufacturer.

7. Unplug the device and withdraw the company card from the tachograph when the download is completed.

In order to transfer data from the TachoReader device to a computer you need to:

1. Start the TachoScan program.
2. After pushing the button: choose the option in the tab: "**TachoReader Mobile/Combo**" -> "**Retrieve all readings**" (Fig. bellow).

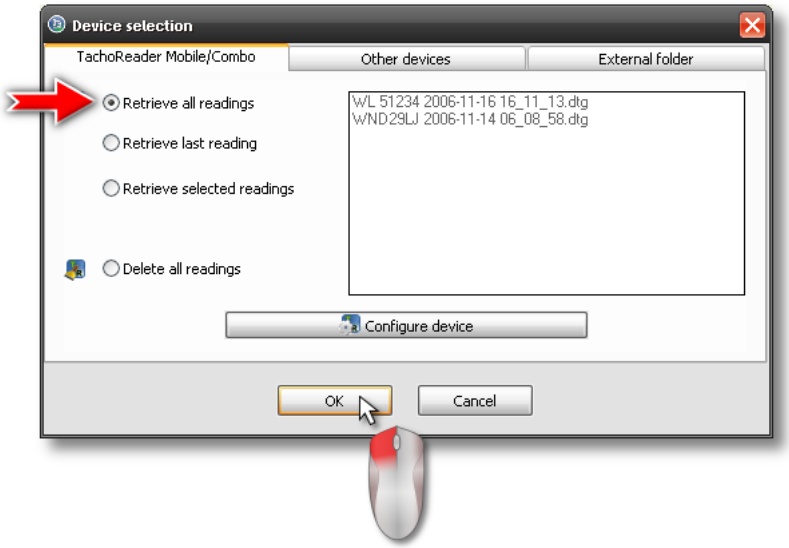


Fig. "TachoReader Mobile/Combo" tab.

*If the option "**Delete files after download**" in "program settings 136" is set, the original files will be deleted from TachoReader after successful download.*

To ensure fast and comfortable work it is recommended to activate this option.

*If there is such need you can download any file from the TachoReader device. Than you need to select the option: "**Retrieve selected readings**".*

3. After analyzing data and checking correctness of certificates 249 of a file read from a digital tachograph, TachoScan will display the vehicle's and device's identification data.

If in the downloaded reading from a tachograph the program detects an improper certificate, it will additionally display information about such incorrect reading.

In such case data will not be saved in the database!!!

If a file is downloaded from the tachograph for the first time, the system will display:

Window: "Select the vehicle or add a new one"

A detailed description is in the section: "'"Save a new vehicle" window 271".

Similarly, if a new driver appears in the data downloaded from the tachograph, the system will display:

Window: "Select s driver or save a new one"

A detailed description is in the section: ""Save a new driver" window 270".

Another step will be recording data in the database and displaying them in a new window 256. If given days have been recorded before, their recording will be omitted.

Detailed description of tachograph analysis window can be found HERE 234.

Days downloaded from the digital tachograph can be viewed by using the command Lists of days from tachograph 168 in the TachoScan menu.

Times downloaded from a tachograph are automatically shifted, in accordance with a time zone settings.

*Source files (original download files) will be copied (moved) to the catalogue "**Digital**" located in the catalogue of tacho images storage - "administrator settings 122".*

*It is also possible to copy the files manually (backup) from the TachoReader device to a computer, without engaging the TachoScan program. In order to do this, using windows or a different program to export files you need to copy files and move them in the required location (TachoReader installs on the computer as a separate disk named "**PNSTACHO**").*

*Format of the file's name with data downloaded from a tachograph: "**Vehicle's registration number, data of downloading data, time of downloading data.ddd (extension)**" (Example: SB3106G 10-10-2007 15_34.ddd)*

The TachoReader Mobile device makes it possible to store approx. 2 thousands of readings from digital tachographs.

11.1.2.5.1.4 Error codes

The TachoReader Mobile announces errors with flashing LED.

The error type is identified by a number of red impulses between green signals.

For instance: the LED beams green light, then twice red, again green. After that the cycle repeats.
In this case the error is coded by the two red signals of the LED.

Error messages - description:

1 x red - no communication with the tachograph.

Check, if the company card is correctly inserted.

When the position of the card is correct, check if it is properly detected by the tachograph.

2 x red - data downloaded not completely.

Repeat the download.

3 x red - no memory space in the device storage.

Move some files from TachoReader Mobile onto external data media.

Necessary memory space in TRM: at least 10 MB.

4 x red - memory cluster fault or error.

Contact the Service 272 of the manufacturer.

5 x red - File system other than FAT32.

Format device memory once again. Use the file system FAT32.

Transfer all files onto another data medium before formatting.

6 x red - Cluster size not correct.

Format device memory once again. Use the file system FAT32.

Transfer all files onto another data medium before formatting

7 x red - Device disturbed / damaged.

Contact the Service 272 of the manufacturer.

LED does not flash - Power supply interruption.

Is the tachograph activated? The ignition key must be in the position II (ignition) (the control lamps on the instrument board flash).

11.1.2.5.2 TachoReader Combo

This tab can be divided into three groups:

*The menu becomes active after inserting the **TachoReader Combo** to a USB.*

For beginners working with TachoReader Combo it is recommended to follow these steps when downloading data from a digital tachograph: "Recommended stages of working with the device 157".

11.1.2.5.2.1 Downloading and cleaning of readings

To see the description enter the section: "TR Mobile -> Downloading and cleaning of readings 149".

11.1.2.5.2.2 Device configuration

To see the description enter the section: "TR Mobile -> Device configuration 151".

11.1.2.5.2.3 Recommended stages of working with the device

Recommended stages of working with TachoReader Combo:

*During downloading "**all data from a digital tachograph**" or "**the last 28 days**" it is not necessary to configure the device by means of a computer.*

The aforementioned methods of downloading can be done directly on the device (see: "Downloading from a digital tachograph 160").

In order to collect data from a driver's card there is no need to configure the device (see: "Downloading from a driver's card 159").

Prior to downloading data from a digital tachograph you need to configure the TachoReader device:

1. Connect the TachoReader device to a USB.
2. Start the program.

3. After pushing the button: push the button: (Fig. bellow).

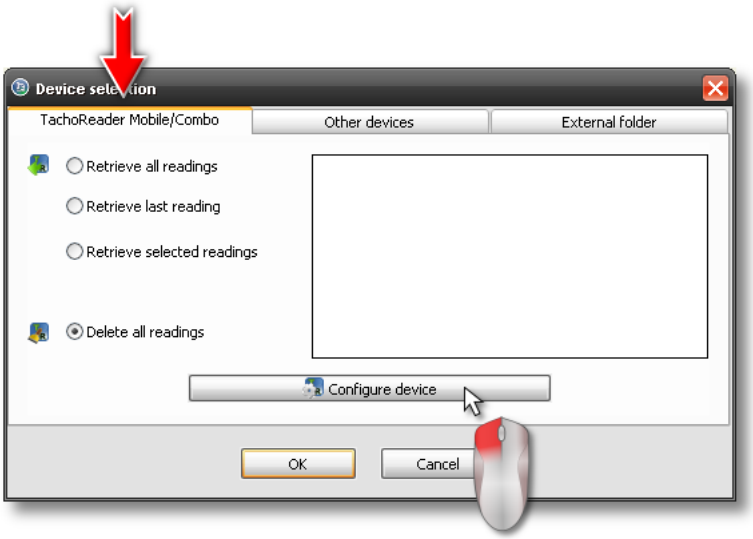


Fig. "TachoReader Mobile" tab.

4. During every reading of a digital tachograph the following configuration is recommended (Fig. bellow):

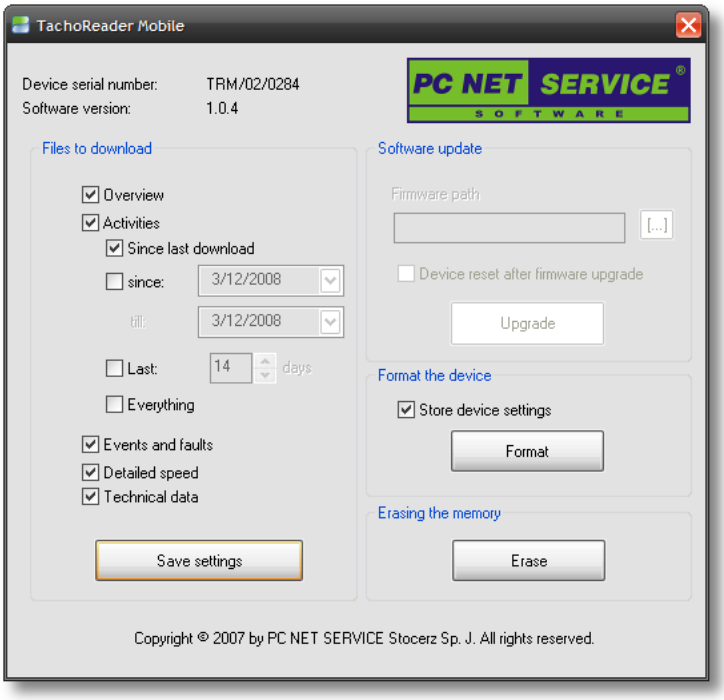


Fig. TachoReader configuration window – default settings.

*One needs to take into account that during every data download from a tachograph this option has been indicated: "**Since last download**" for "**Activities**".*

During the first downloading from a tachograph with TachoReader, the device will download the whole range of activities available in the tachograph's memory itself.

In the default settings the option of detailed download of speed-related data is indicated.

You need to remember that the tachograph stores in its memory only the last 24 hours drive data.

Depending on the number of days being downloaded from the tachograph's memory, downloading data can take even up to 1 hour.

Using TachoReader Combo you can download data from two sources:

Required equipment for a data download from a driver card:

- the device TachoReader Combo,
- driver card to be read out,
- depending on the download method:
  1. Place batteries into the battery compartment of TachoReader Combo (if they are not already there) - download with the Combo alone (current supply form the batteries).
  2. Cable Tacho-Combo - download using Combo and tachograph (power supply from tachograph). Connect the TachoReader Combo to tachograph using Tacho-Combo cable.
  3. Cable MINI-USB - download using Combo and PC (power supply from PC). Connect the TachoReader Combo with the PC using the MINI-USB cable.

Download procedure:

1. Plug cables and connect devices according to the actual download method (see above)
2. Insert the driver card into the slot of the TachoReader Combo (Fig. bellow). The download starts automatically when a card in the slot is detected - this is announced by a sound and growing progress bar.

Fig. TachoReader Combo - inserting a smart card.

*When the red LED on the foreside of the device lights up for about 4 seconds and within this period three short acoustic signals can be heard and then the LED goes out for about 2 seconds (this sequence repeats), please check the chapter "**Error codes - TachoReader Combo** 161" for error interpretation.*

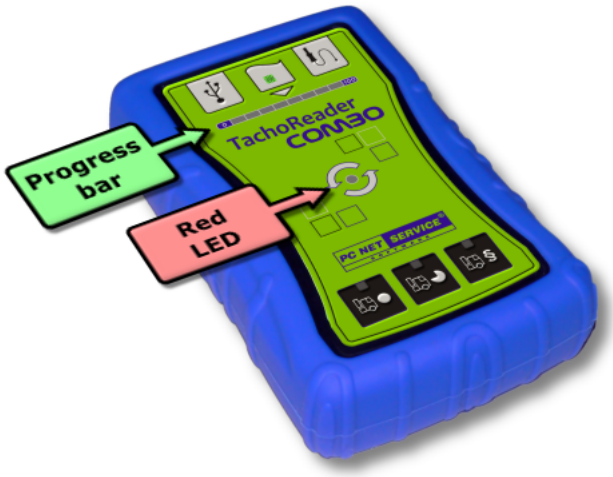


Fig. TachoReader Combo - indication elements.

3. Recurrent acoustic signals can be heard and the LEDs within the progress bar flash as an indication for completed download.
4. Pull the driver card from the Combo slot.

Required equipment for a data download from a tachograph:

- the device TachoReader Combo,
- company card,
- the cable Tacho-Combo,
- vehicle key for the vehicle in question.

Download procedure:

1. Turn the vehicle key in the position II (ignition) – the control lamps on the instrument board flash (tachograph activation).

We recommend to perform these steps together with the driver.

2. Insert the company card into the slot No. 1 or No. 2.
3. The tachograph detects the card. Confirm the checkback 'Company lock yes/no'.
4. Plug the TachoReader Combo to tachograph using the Tacho Combo cable.

Position of the interface within the tachograph - see tachograph manual.

5. Press one of the following buttons to start the download:

- Download all data

- Download data according to configuration (see: "Configuration 157").

- Download last 28 days

Press the respective button. A running download process is indicated by flashing of the red LED on the device foreside and by the expanding progress bar.

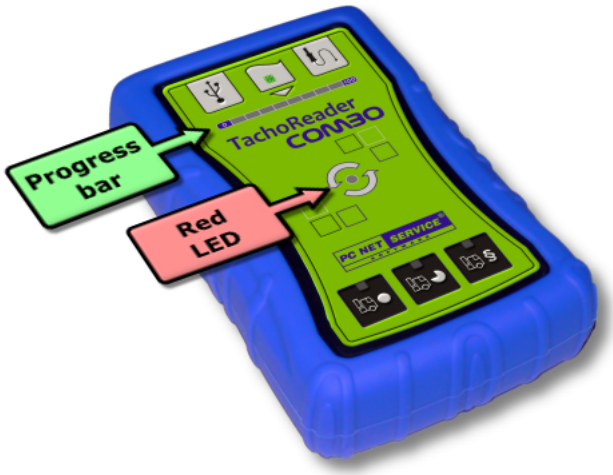


Fig. TachoReader Combo - indication elements

*Depending on the data range the download can take up to **1 hour** time.*

*When the red LED on the foreside of the device lights up for about 4 seconds and within this period three short acoustic signals can be heard and then the LED goes out for about 2 seconds (this sequence repeats), please check the chapter "**Error codes - TachoReader Combo** 161" for error interpretation.*

Repeat the download when a download fault is signaled. When the repeated download is faulty as well, try to download data from another tachograph.
If the download from another tachograph is OK, the first tachograph may be disturbed (visit a tachograph service station).
When the second download is disturbed contact the Service 272 of the TachoReader Combo manufacturer.

6. Recurrent acoustic signals can be heard and the LEDs within the progress bar flash as an indication of completed download.
7. After the download is completed unplug the Tacho-Combo cable from the tachograph and from the TachoReader Combo and pull the company card.

After pressing the reject button you are asked if the company lock has to be activated.

*It is useful to **ALWAYS** set the company lock, to avoid downloading of data by third parties (external persons could download data and lock the tachograph for their own company card)*

To see the description enter the section: "TR Mobile -> Transferring data files to PC 155".

11.1.2.5.2.4 Error codes

Errors of TachoReader Combo are signalled by means of sounds emitted by the device as well as flashings of certain diodes.

The red diode located in the center of the label gets illuminated for approx. 4 seconds and during this time the device emits three short sound signals, then faints for approx. 2 seconds (the cycle repeats). The error code is signalled on the progress bar. Diode flashing at 0% means error No 1, diode flashing at 100% means error code No 8 (the whole bar is divided into 8 fragments).

The type of error being displayed depends on the reading being made:

Herein below the types of errors that the device can display before or during downloading data from a digital tachograph are described:

No feedback from tachograph / tachograph

not plugged

Check, if the company card is correctly inserted.
When the position of the card is correct, check if it is properly detected by the tachograph.

Data volume too small (files can be saved only when larger than 500B)

Repeat the download.

No storage space on the microSD card

Transfer all files from TachoReader Combo onto another data medium.
Necessary memory space: at least 10 MB.

Error in FAT MBR1 – false MBR partition table

Format the device memory.

Not FAT32 file system

Format device memory once again. Use the file system FAT32.
Transfer all files onto another data medium before formatting.

False SD sector format (correct: 512B)

Format the device memory.

Error in FAT MBR2 – false BS partition table

Format the device memory.

Herein below we have described the types of errors that the device can display before or during downloading data from a driver's card:

False card type

Insert the card correctly again. Check if it is the right card type.

False file structure of the driver card

Insert the card again and repeat the download.

Read error of the driver card

Insert the card again and repeat the download.

Differing card structure

Insert the card again and repeat the download.

Invalid file signature

Insert the card again and repeat the download.

No card inserted / the card withdrawn during download

Check if the card has been pulled out when downloading data. If so repeat the download.

Read error

Insert the card again and repeat the download.

11.1.2.5.3 Other devices

In the second tab of the "**Other devices**" window choose from which device data are to be downloaded (Fig. bellow).

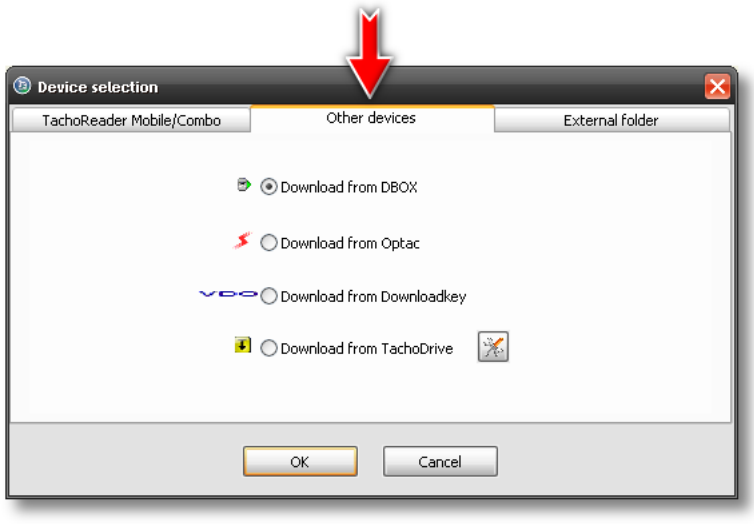


Fig. Other devices – window.

For the TachoDrive device, in the same window, the option "**Configure TachoDrive**" is also available to trigger the window for settings of downloading data from a tachograph by means of this device.

Detailed information about configuring and downloading data by means of peripheral devices are described in a separate

document that can be found here.

After analyzing data and verifying correctness of certificates[249] of the read file, TachoScan will display the reading summary window, and the certificates analysis window in the second tab.

If in the downloaded reading from a tachograph the program detects an improper certificate, it will additionally display information about such incorrect reading.

In such case data will not be saved in the database!!!

If a file is downloaded from the tachograph for the first time, the system will display:

Window: "Select the vehicle or add a new one"

A detailed description is in the section: ""Save a new vehicle" window[271]".

Similarly, if a new driver appears in the data downloaded from the tachograph, the system will display:

Window: "Select a driver or save a new one"

A detailed description is in the section: ""Save a new driver" window[270]".

Next, it will record data in the database automatically and display them depending on the type of downloaded data in the driver card analysis window[234] or in the digital tachograph analysis window[256]. If given days have been recorded before, their recording will be omitted. The vehicle and the drivers will be recorded in the database, if they have not been there before.

Detailed description of driver's card analysis window can be found HERE[234].

Detailed description of tachograph analysis window can be found HERE[234].

Days downloaded from the digital tachograph can be viewed by using this command: Lists of days from tachograph[168] in the TachoScan menu, and days downloaded from a driver's card can be viewed using the command Lists of discs/days from card[166].

Times downloaded from a tachograph are automatically moved, in accordance with a time zone settings. Data which have been collected from a given device can be deleted from or saved there. These options can be found in the program settings[136].

*Source data collected from a driver's card or a digital tachograph are recorded in the form of a binary file in the "**Digital**" sub-catalogue. This can be opened at any time and analyzed again by clicking the option Open[145].*

11.1.2.5.4 External folder

This tab can be divided into two groups:

For the beginning users of the TachoReader Combo key, it is recommended to retrieve data from the digital tachograph following the item: "Recommended stages of working with the device[157]".

11.1.2.5.4.1 Retrieve readings

"**Retrieve readings**" is a command that copies the files (these are source - original files retrieved from the driver card or the digital tachograph - in case of inspection, these files are submitted to Inspectors) placed in the folder "**Input**" onto the PC to the file storage directory: "**Digital**" (see: "Administration panel -> Main[81]").

*Path to the folder "**Input**": "**...\INELO\Input**".*

At the same time, data retrieved from the file are analyzed through this command and the results of this analysis are displayed (see: "Disk analysis window 234" or "Driver's card analysis window 256").

To retrieve files recorded in the folder: "**Input**":

- click the button: ,
- then, chose in the third tab (Fig. bellow) as needed:
  - "**Retrieve all readings**" (item 1) - downloading all files available in the device to the system;
  - "**Retrieve last reading**" (item 2) - downloading the latest file available in the device to the system;

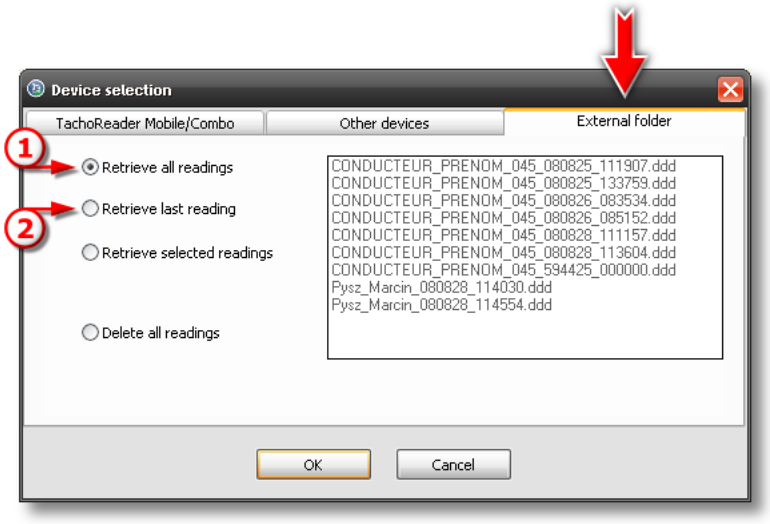


Fig. Retrieving readings - general.

- "**Retrieve selected readings**" (item 3 - Fig. bellow) - downloading any file indicated in the list (item 4);

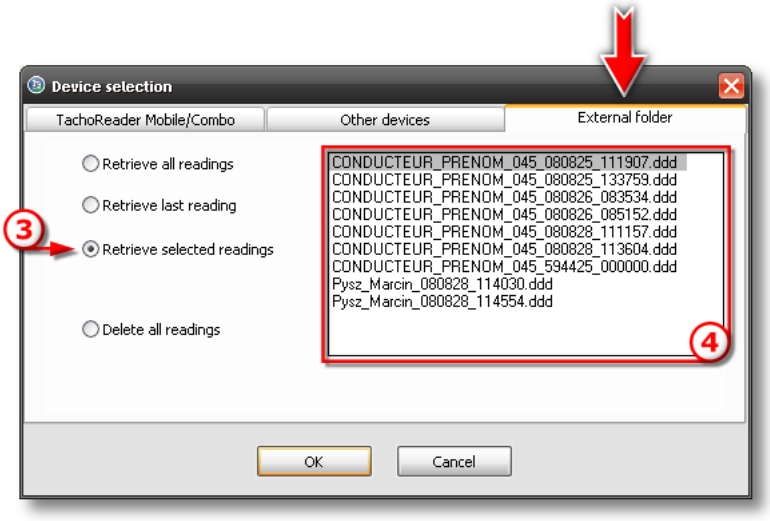


Fig. Retrieving readings - choosing from the list.

*If in program settings 136, the option: "**Delete files after download**" is enabled, then after positive retrieval of files they will be deleted from the folder: "**Input**".*

*For the sake of security and work comfort, storing of a large number of files in the folder: "**Input**" is not recommended.*

11.1.2.5.4.2 Delete readings

"**Delete readings**"is a command that deletes files placed in the folder "**Input**".

*Path to the folder "**Input**": "**...\INELO\Input**".*

To delete files recorded in the folder: "**Input**":

- click the button: ;
- then choose in the third tab (Fig. bellow):
  - "**Delete all readings**" (item 5) - this command will delete files with the extension "**ddd**". Other files in the folder: "**Input**" will be intact.

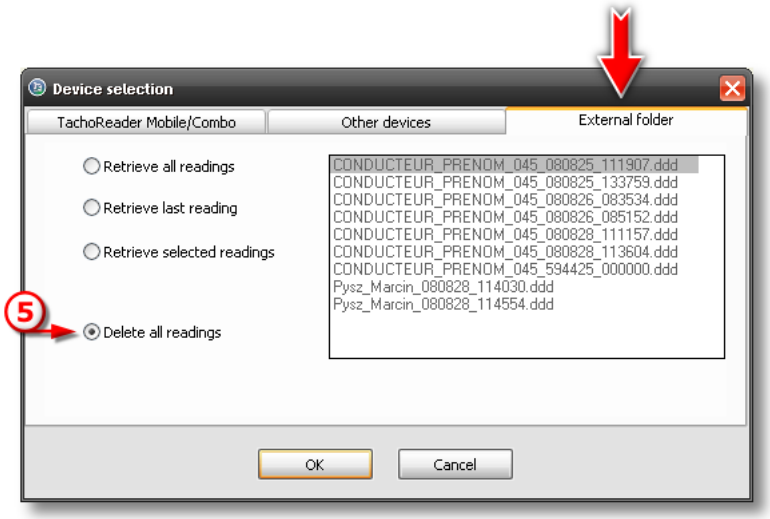


Fig. Deleting readings.

*For the sake of security and work comfort, storing of a large number of files in the folder: "**Input**" is not recommended.*

11.1.2.6. List of discs/days from card

In order to open for editing disks or days recorded before in the database, you can use the following options:

- press button combination Alt + E;
- from the main menu of "**TachoScan**" choose "**List of discs/days from card**" option.
- from the side toolbar 100 select "**TachoScan**" menu and press the button:

As a result of these activities a list 100 of all scanned tachograph disks and days downloaded from a driver's card into the program appears.

To open a given disc/day from the driver's card, double-click its name or mark it (item 1 - Fig. bellow), and then display it (item 2) using lists toolbar 100 buttons.

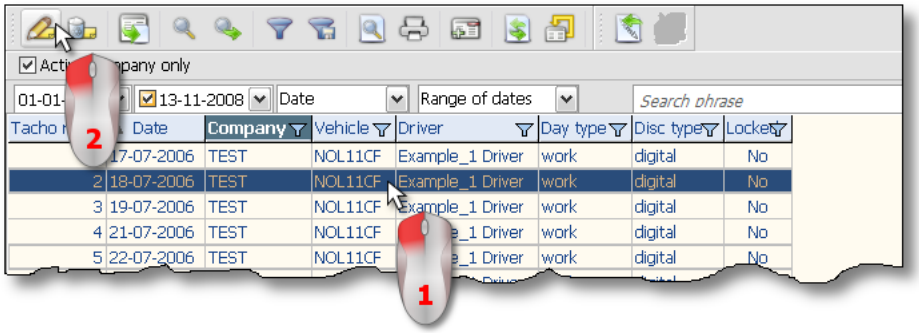


Fig. List of discs / days.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Additional elements of the list

Additional elements in the list toolbar 100:

- - allows to change some parameters without having to open the edit window) ->:
  - **Driver**;
  - **Vehicle**;

*If the option "**enable assistants**" is enabled in the program settings, the drop-down menu option "**Assistant**" is added (see: "Settings -> TachoScan 133").*

Additional items in the drop-down menu:

- **View attached files** - displays the window with a list/preview of related documents/ files;

Click the right mouse button on the selected file/document to open a drop-down menu in which the following options are available:

- ***Open*** *- open the file using a default program,*
- ***Open using...*** *- open the file using any selected program;*
- ***Copy file to...*** *- copy the file to the desired location.*

- **Restore source data** - all manual changes on the driver card on the day are cancelled - the data is retrieved again;
- **Pin selected items to a paper clip...** - selected record sheets/days from the driver card can be linked to a spinacz;
- **Export data files / images for selected items** - exporting record sheets/days from the driver card;
- **Alter status** - status change (OUT, AETR, service, etc.) for the selected record sheets/ days from the driver card;
- **Alter data for selected discs** - works the same as (see above);
- Weekly chart 176;
- Monthly chart 180;

After choosing a disk/day a new window for daily visualization will open inside the program – this is for analysis of a given disk (see: Disk analysis window 217) or a day from a driver card (see: Driver's card analysis window 234).

11.1.2.7. List of days from tachograph

In order to open for viewing data collected from tachographs earlier, you can use the following options:

- press button combination Alt + T;
- from the main menu of "**TachoScan**" choose "**List of days from tachograph**" option;
- from the side toolbar 100 choose "**TachoScan**" menu and press the button: .

As a result a list 100 of all days collected from digital tachographs will appear.

To open a given day retrieved from the tachograph, double-click its name or mark it (item 1 - Fig. bellow), and then display it (item 2) using lists toolbar lists toolbar 100 buttons.

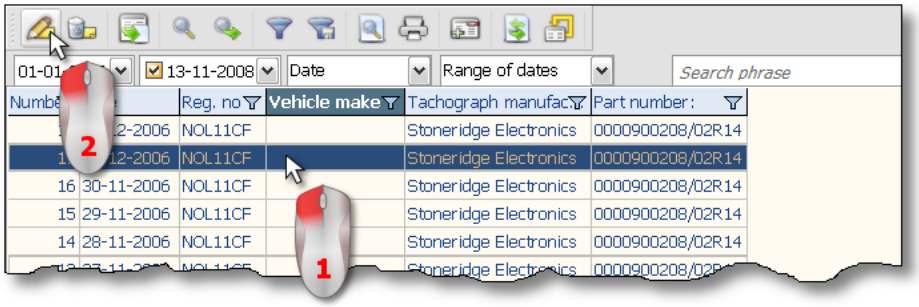


Fig. List of days from a digital tachograph.

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

After choosing the appropriate position on the list, a new window of daily visualization will open (see: Analysis window of a digital tachograph 256) inside the program, for analyzing a given day from a tachograph.

11.1.2.8. Add disc manually

This option allows for a manual adding of a disk to the database. This can be taken advantage of if, e.g. the chart is too destroyed and it is not possible to perform an automatic analysis or it is necessary to add a day for a driver who worked locally (on company site) and thus has neither disks or recordings on his driver's card.

In order to add a day manually do the following:

- press button combination Alt + R,
- from the main menu of "**TachoScan**" choose "**Add disc manually**" option.
- from the side toolbar 100 select "**TachoScan**" menu and press the button:

Then provide the following data:

General data of the disk:

- (item 1 - Fig. bellow) driver's surname, (choose from the list or add using the button);
- (item 2) vehicle's registration number, (choose from the list or add using the button);
- (item 3) date of the disk;
- (item 4) hour when the disk has been started;

Changing the hour after inserting events requires that the list of events be deleted.

Then save the aforesaid data in the database using the button Save (item 5 - Fig. bellow).

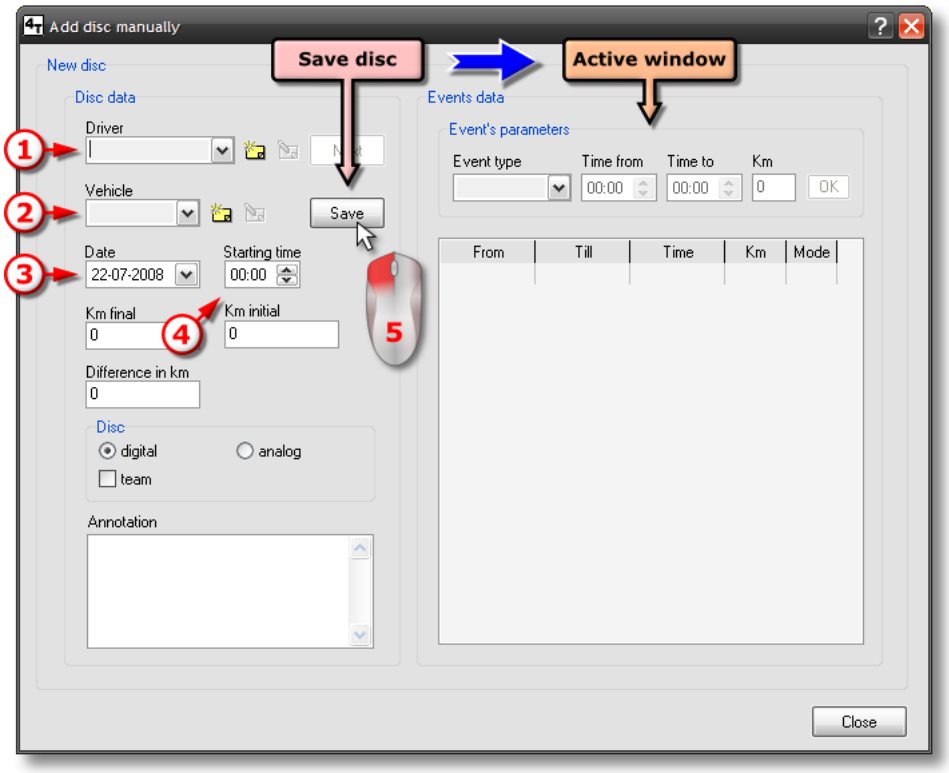


Fig. Window of manual adding of a disk – before saving.

When data is entered, the following fields can be filled:

- (item 1 - Fig. bellow) number of kilometers, by filling appropriate fields,
- (item 2) kilometers difference - calculated automatically
- (item 3) indicate type of a disk: analog or digital,
- (item 4) if this is a team disk, indicate the "**Team**" field,
- (item 5) "**Annotation**" – here additional notes concerning the driver can be typed.

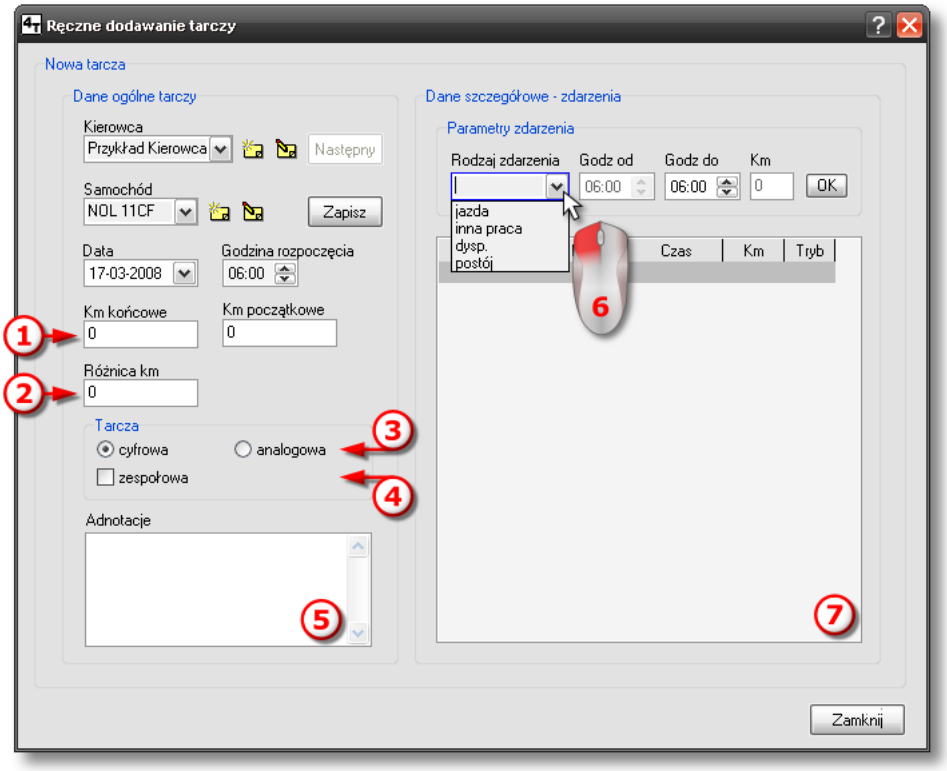


Fig. Window of manual disk adding – after saving.

- (item 7 - Fig. above) Detailed data - events:
  - Use this list to input one after another all the driver activities for the actual day. To input an activity, select the activity type from the select box (item 6) and type in the "**Time to**". The value in the field "**Time from**" appears automatically based on the starting time entered for this tacho disk and previous activities. For driving times kilometers driven can be declared. Press to add the activity to the list below.

The entered day will be saved only if the activity list covers the whole day, that means that the duration of all activities on the list equals 24 hours.

11.1.2.9. Import of data from digital tachograph to the card

This function allows us to settle the drivers' accounts on the basis of the data readout from the digital tachograph. The prerequisite of correct analysis is that the driver always uses driver's card during driving and that the data are read out of all tachographs the driver was driving with.

To open the Data Import window, you can use one of the following ways:

- from the main menu of "**TachoScan**" choose "**Import of data from digital tachograph to the card**" option.
- from the side toolbar select "**TachoScan**" menu and press the button:

After the command is selected an import window will appear that needs to be completed accordingly:

- **driver**;
- **Omitted driver** - the data for all the drivers who have been ignored in the earlier imports will be imported;
- **Period** - of the imported data;
- **Import activities assigned to the driver** - the only option available for "**Omitted driver**

";

- **Import activities not assigned to any driver from specific vehicle** - when you select this, choose the vehicle registration number for which data will be imported. You must also select the driver for which data will be imported;
- **Import all activities from specific vehicle**;

Fig. The digital tachograph–to-driver's card import window.

In case the driver's card is read out later, the imported days shall be deleted and replaced with the read out data.

11.1.2.10. Add leave

In compliance with the Regulation (EC) No 561/2006 drivers who have been on sick leave, drove a vehicle to which the regulation 561/2006 does not apply or have been on holiday are obliged to present the inspectors: "**ATTESTATION OF ACTIVITIES UNDER REGULATION (EC) NO 561/2006 OR THE EUROPEAN AGREEMENT CONCERNING THE WORK OF CREWS OF VEHICLES ENGAGED IN INTERNATIONAL ROAD TRANSPORT (AETR)**".

In order to open the window allowing to print such "**Attestation...**", when data are filled in, the following things can be done:

- press button combination

;
- from the main menu of "**TachoScan**" select "**Add leave**" option;
- from the side toolbar select "**TachoScan**" menu and press the button:
;

After the new window opens, one should do the following:

Issuing a certificate for any day without driving

In order to issue a certificate for any period without driving, in the first window tab:

- select a driver from the list;
  - for more than one driver, select "**Issue for multiple drivers**" (item a - Fig. bellow):

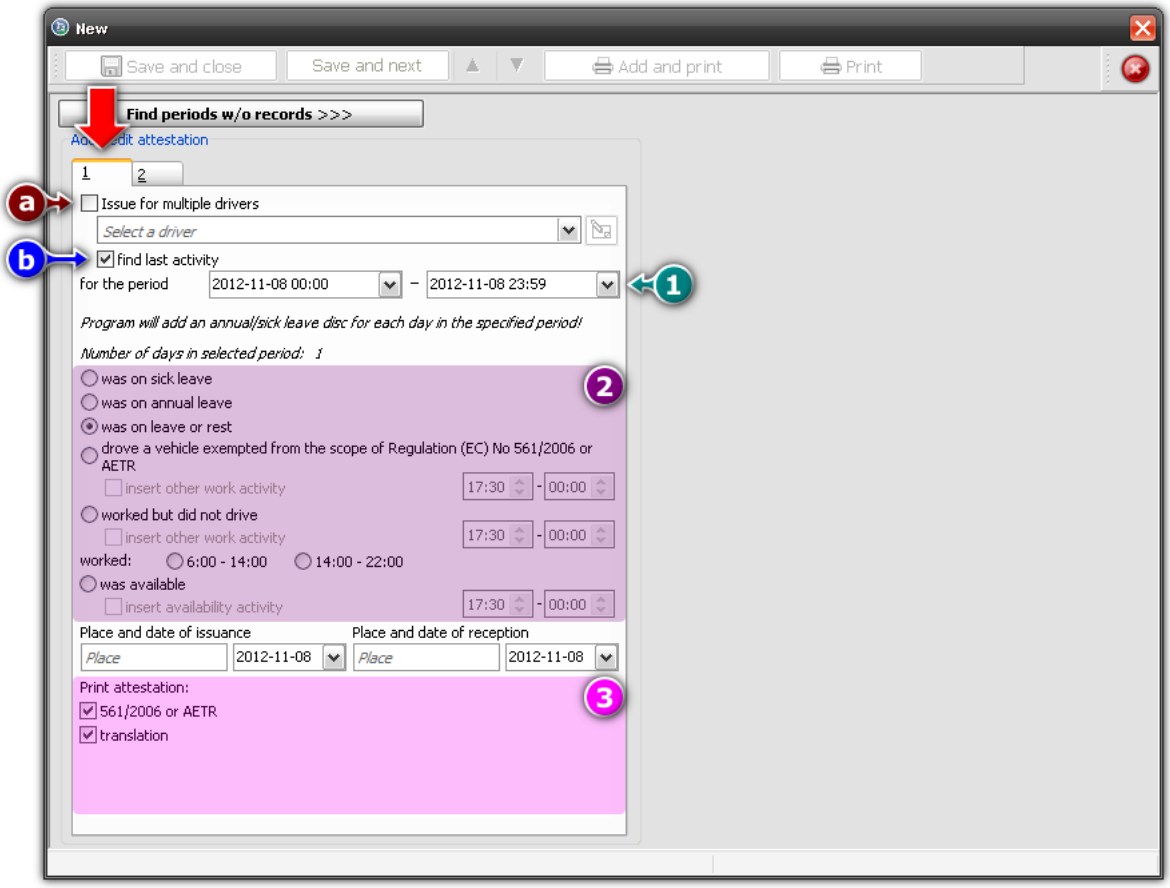


Fig. The first tab of the adding days off window.

- (item 1 - Fig. above) set the start date of the period - by default, the program inserts the time and date of completion of the last activity of the disc/day from the card, if option: "**find last activity**" (item b) is selected, and the end date of the period (by default, the program inserts the current date);
- (item 2) mark the reason for not having "**disk/day record in the card**" - when other working activities are to be inserted, mark a relevant option (Fig. above),
- (item 3) mark the type of a certificate,

*"**561/2006 or AETR -> since 2010**" -> With the entry into the force on 15 December 2009 of the Commission decision of 14 December 2009 amending Commission decision 2007/230/EC on a form concerning social legislation relating to road transport activities (EU Official Journal: L 330), new form concerning social legislation relating to road transport activities was introduced.*
The new attestation form is updated according to the guidelines set forth in Corrigendum to Commission Decision 2009/959/EU of 12-03-2010 (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:063:0031:0031:PL:PDF).
*"**Translation**" - print attestation 561/2006 with translation to English, German and French.*

- last activity **especially during issuing of the certificate for the first time** is completion of data in the tab no.2 (see: the topic below),
- depending on a certificate needed, you can:
  - **only** add to the database (Save and close , Save and next),
  - **only** print out (Print),
  - add to the database and print out (Add and print),

*The program assumes that the certificate for a given day has been **ISSUED**, if it has been saved in the database!*

Save and close | Save and next | Add and print

Issuing certificates for periods with no records during the whole year

In order to issue a certificate for periods with no records during the whole year:

- click the button: Find periods w/o records >>> ;

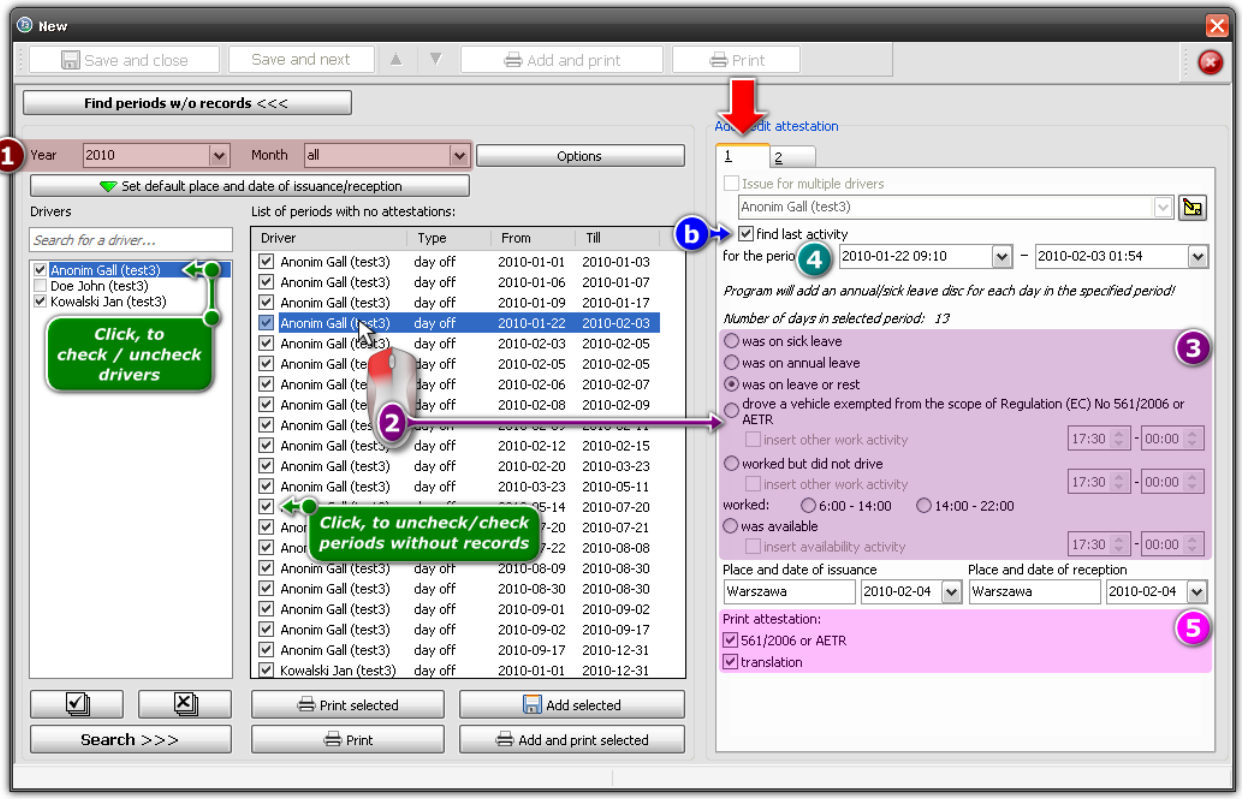


Fig. The first tab of the adding days off window.

- select a driver/ drivers (Fig. above);
- select the year and month;
- when you click on the: Options button, you can define the periods which the program will search for:

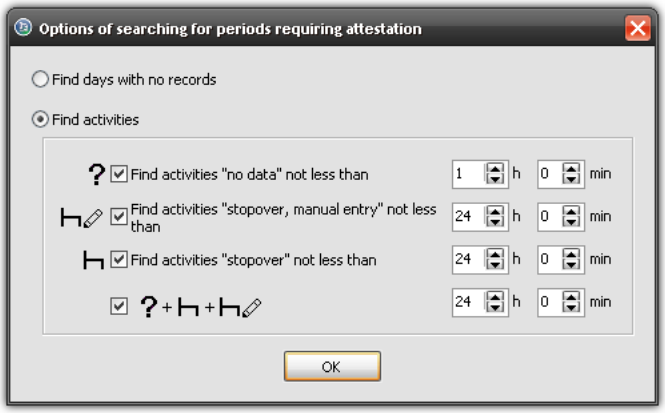

Options of searching for periods requiring attestation
Find days with no records
Find activities
Find activities "no data" not less than
Find activities "stopover, manual entry" not less than
Find activities "stopover" not less than
h
min
OK

Fig. Activities filter.

*Exceptions during retrieval of periods "**with no records**":*
*1. Each day with an analog disk, even **empty**, **will not be** displayed as "**no record**".*
*2. Days created through copying of tacho disks **will be** displayed as "**no record**" (button: M see: "Tab - Basic data 220").*
*3. The days in the driver's card including stopping activities only and/or in a withdrawn card will be displayed as "**no record**".*

- click the button: Search >>> ;
  a list of periods that do not have a record will be displayed in the window below, which can be printed by pressing: Print ;
- (item 2) mark a chosen period and change the reason for not having "**disk/day record in the card**" (item 3),
  - when activity other than work is to be inserted, mark a relevant option;

To make this function active, the user must have full privileges to create a monthly calendar and an annual template.

- (item 4) set the start date of the period - by default, the program inserts here the time and date of the last activity found before the period "**without record**" from the disc/ day from the card, if the "**find last activity**" option is selected (item b), and the end date of the period - by default, the program inserts the time and date of starting the first activity found after the "**without record**" period from the disc/day from the card if " **find last activity**" (item b) is selected;
- Set default place and date of issuance/reception - rozwija panel ustawienia miejsca i daty wystawienia/odbioru zaświadczenia;
- (item 5) select the type of a certificate,

The program allows to select all three attestation to be printed. In this case any further attestation will be visible in print preview after the close of the previous one.
*"**Translation**" - print attestation 561/2006 with translation to English, German and French.*

- last activity **especially during issuing of the certificate for the first time** is completion of data in the tab no. 2 (see: the topic below),
- depending on a certificate needed, you can:
  - **only** add to the database (Add selected),
  - **only** print out (Print selected),
  - add to the database and print out (Add and print selected),

*The program assumes that the certificate for a given day has been **ISSUED**, if it has been saved in the database!*
Add selected Add and print selected

Completing data in the tab no. 2

The fields completed in the tab no. 2 will be displayed in respective columns of a printed certificate.

In the tab:

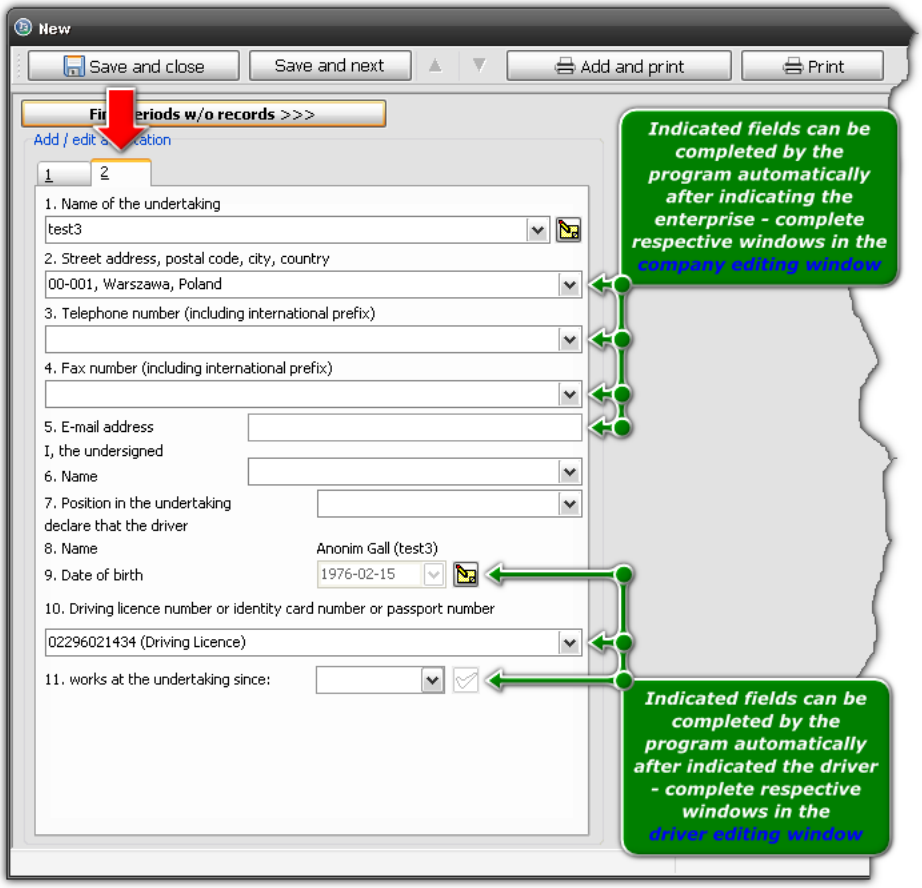

New
Save and close
Save and next
Add and print
Print
Indicated fields can be completed by the program automatically after indicating the enterprise - complete respective windows in the company editing window
1. Name of the undertaking
test3
2. Street address, postal code, city, country
00-001, Warszawa, Poland
3. Telephone number (including international prefix)
4. Fax number (including international prefix)
5. E-mail address
I, the undersigned
6. Name
7. Position in the undertaking
declare that the driver
8. Name
Anonim Gall (test3)
9. Date of birth
1976-02-15
10. Driving licence number or identity card number or passport number
02296021434 (Driving Licence)
11. works at the undertaking since:
Indicated fields can be completed by the program automatically after indicated the driver - complete respective windows in the driver editing window

Fig. Add free day - tab no. 2.

- enterprise name and data,
- certificate issuer's first name and surname,
  - certificate issuer's position,
- data for signature of a certificate issuer and a driver, respectively,
- after completing the data, you can go to certificate saving and/or printing (see: the topics above),

11.1.2.11. List of attestations

The list of attestations comprises, depending on the set filters, the periods for which the attestations (confirming that the driver has not been driving a vehicle) have been issued.

(For more detailed description refer to "Add free day 171")

To add, modify or delete an attestation use lists toolbar 100.

An attestation may be also added using the following methods:

- press button combination Alt + W;
- from the main menu of "**TachoScan**" select "**Add free day**" option;
- from the side toolbar 100 select "**TachoScan**" menu and press the button: ;

If you do not know how to highlight a number of items on a list, go to section: "Highlighting items on a list".

Adding new attestation item

Please refer to the: "Add free day 171" topic for detailed description.

Additional window buttons

For the description of the additional window buttons see section: "Buttons within the data entry window".

11.1.2.12. Weekly chart

Weekly chart is a graphical chart of the driver's activities in any selected weeks.

Weekly chart may be accessed in the following ways:

- zfrom the "**TachoScan**" main menu, select "**Weekly chart**";
- after pressing the button located in the daily chart windows of the driver card 234/record sheets 217 and in the reports settings windows: "Weekly control of driver's working and resting time 197" and "Driver offences 199";

Designation of the driver's activity is the same as in the daily chart of the driver card (see: Daily visualization 234).

To display the data, enter:

- driver's name (selected from the drop-down list),
- period of time to be covered,
- click the button: ;

The following options are available in the weekly chart:

Selected activity

Point with the mouse an activity on the chart and the respective information to this period of time appears on your right hand side as shown in the Fig. below.

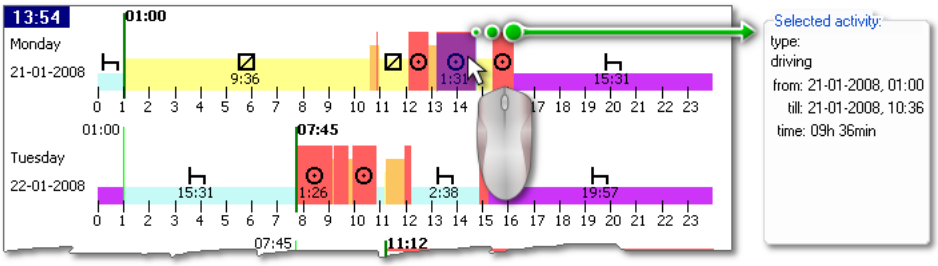


Fig. Point with the mouse to one of the driver activities on the chart

Selected area

Click with the mouse two points at the weekly chart. Two lines will appear and mark the resp. period of time (item 1 and 2 - Fig. bellow).

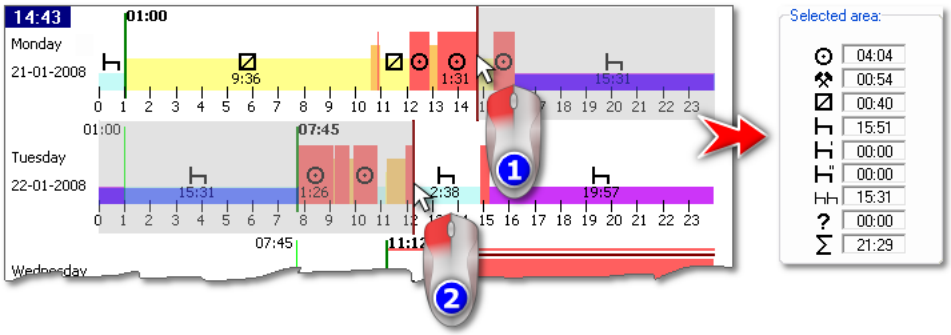


Fig. Marking a part of the weekly chart.

You can grip those lines (marks) with the mouse and move them as you need (item 1 - Fig. bellow). Having set the second mark you can make it jump to another position by clicking another spot of the chart.

If the selection area is larger than the chart displayed on the screen while selecting, or have other problems, you can use when selecting an area from the dropdown menu.
***Setting the start area** - click the PPM to the desired location and drop-down menu, select "**Set beginning**";*
***Settings for the end of the area** - click the PPM to the desired location and drop-down menu, select "**Set end**".*

*There is the option "**bind the selection line to the events' edge**" below the chart. When this option is activated the placed selection lines will be automatically moved exactly to the end/begin of the neighboring activity (item 2 - Fig. bellow).*

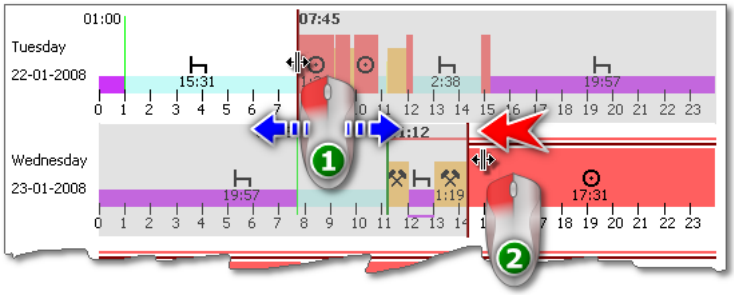


Fig. Move selection line.

Overview and legend

The field "**Overview**" give the summed time for each activity actually displayed on the weekly chart. Those periods are:
- driving, - other work, - availability, - rest/break, - card withdrawn.

The last field contains the "**Legend**" (Key).

Visualization of offences

Beside the linear visualization of events, the chart shows also places in which offences occurred in connection with exceeding driving time or shortening resting time.

The place of display is shown in the figure below (Fig. bellow).

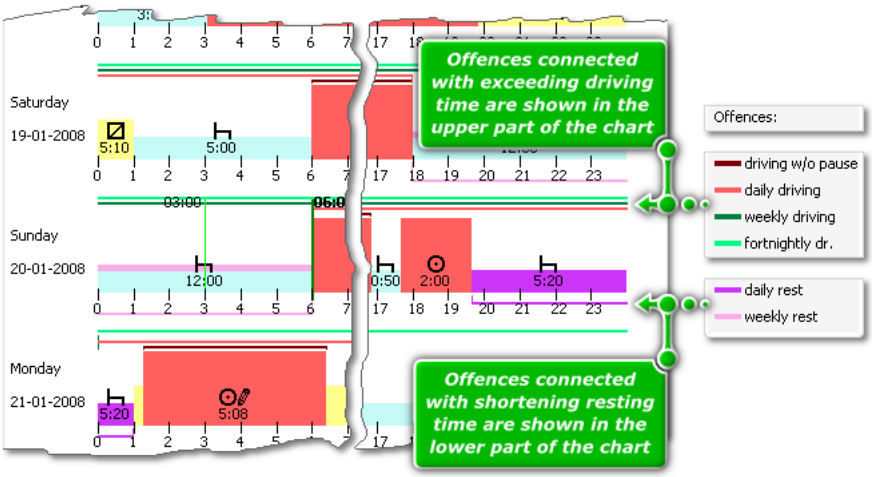


Fig. Place, where the offences detected by the program are displayed.

Edition of the weekly chart

There are two options to make an edition of the weekly chart:

1. **Full edition** – by means of the daily chart window – choose the "**Edit the day**" command from the weekly chart pull down menu.

The program will open the selected day in a new daily chart window of tacho disc 217 or driver's card 234, in which full edition of the chart may be made.

2. **Partial edition** - directly in the weekly chart – commands to insert, swap and delete events are available in the weekly chart pull down menu (Fig. bellow).

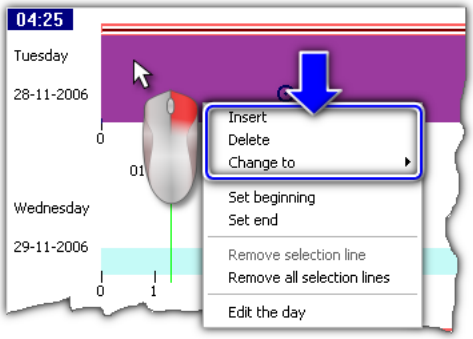


Fig. Pull down menu of the weekly chart window.

In partial edition it is not possible to shift the boundaries of individual events.

If a change has been made in the weekly chart, left click the: Refresh offences *button in order to analyze offences again.*

Edition of events in a place where a route has been added will delete the route.

Restoring data from source files

If it is necessary to restore the original status of data for the selected day or even for the whole period, this can be done by selecting one of the following commands, depending on needs:

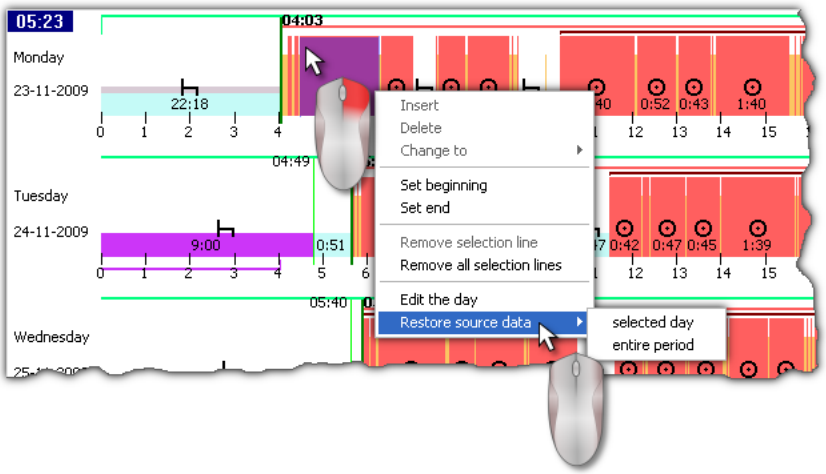


Fig. Restoring data from source file.

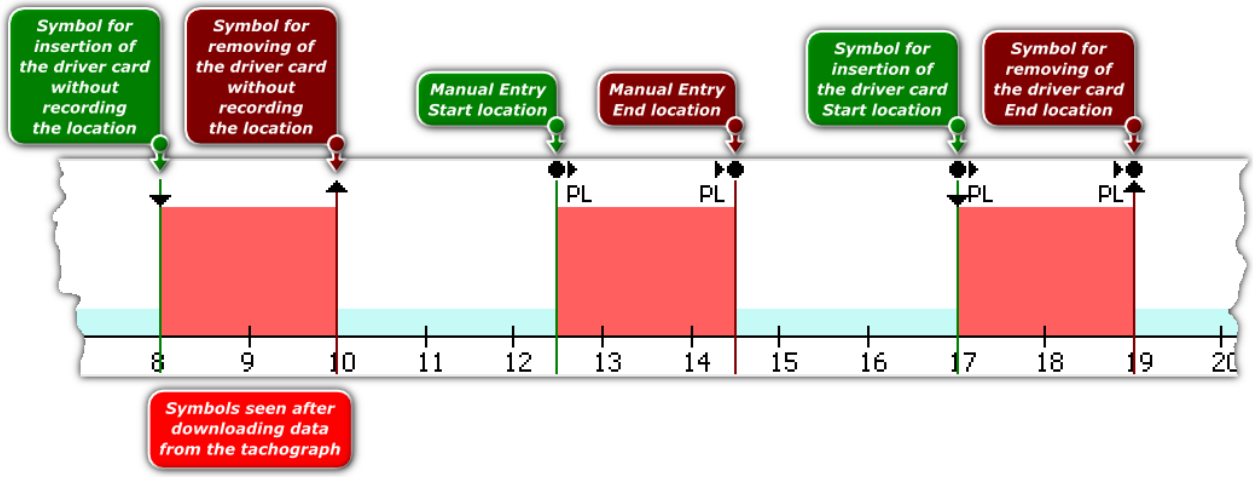
While restoring data from the source file, the selected day or whole period is first deleted from the database, and then retrieved from the file and saved in the data base. All changes made to those days are deleted permanently.

"Days" Tab

The "**Days**" tab shows the sums of four basic events (driving, work, driver's availability, stop) for each day separately.

Additional options

1. You can better evaluate particular parts of the chart by enlarging it with: (button under the chart). Use the button to make the chart smaller. The default size of the chart can be regained with .
2. The markings on the chart are described in "**Legenda**" tab of the weekly chart window.
3. Special markings shown in the week chart (the same markings are also visible on the daily chart from the driver card):



Manual entry to change the location without removing/inserting the driver card is not properly registered by some tachographs.

If this is the case, there may be several card removals in a row visible in the chart with the location change and several cards insertions in a row with the location change.

Chart print out

There is an option of printing out the chart. After clicking LMB on: Print button, a drop-down menu will be displayed, in which the following options are accessible:

- **Print visible week** - displays print out preview of currently visible week;
- **Print highlighted weeks** - displays print out preview of currently marked weeks (see the above topic: "**Selected area**");
- **Print entire period** -displays a print preview of the weeks included in the scope of control;

Options related to printing the chart:

- **Show legend on the printout** - if this option is selected, the legend is displayed in the last page of the report,
- **Show activities list on the printout** - when you select this option, below the weekly chart, right before the legend, a list of activity for the days included in the chart is displayed,

11.1.2.13. Monthly chart

On the monthly chart, 5 consecutive weeks are displayed which allows easier and quicker analysis of weekly rest periods and two-/one-week driving.

Monthly chart is displayed using "**Monthly chart**" command in the "**TachoScan**" menu,

To access the chart, enter:

- driver's name (selected from the drop-down list),
- period of time to be covered,
- click the button: ;

The main features of the monthly chart:

1. Week view is shown in one line.
2. The entire chart covers 5 weeks (you always see the whole period of 28 days).
3. Option to show just rest periods is available:
   - you can specify how long are the rest periods to be shown on the chart (by default, rest periods of at least 7 hours are shown);
4. Displaying periods of 24/30 hours.
5. Displaying a 6-day period until using the weekly rest period.
6. The daily/weekly rest periods are plotted differently than in the weekly chart (see the legend).
7. Options/mechanisms taken from the weekly chart:
   - ability to select any area (drag the selection to the edges of events);
   - display of data for the event highlighted with the mouse;
   - visualization of infringements;
8. Double-click the left mouse button on the chart to open the "weekly chart 176":

Wydruk wykresu

You can print the chart. When you left-click on the button: Print a drop-down menu appears with the following options:

- **Print actual view** - displays a print preview of the currently visible month;
- **Print selected period** - displays a print preview of the currently selected period (see: "Weekly chart -> In the selected area 176");
- **Print entire period** - displays a print preview of the weeks included in the scope of control;

Options related to printing the chart:

- **Show legend on the printout** - if this option is selected, the legend is displayed on the last page of the report,
- **Show activities list on the printout** - when you select this option, below the monthly chart, right before the legend, a list of activity for the days included in the chart is displayed;
- **Colour** - black and white or colour printout;

11.1.2.14. Default settings

Default settings make it easier to insert new analog disks to the program, since it can automatically fill in suitable fields with previously provided values.

Elements of the bookmark:

Data and time

Set disc date as today

As the discs are entered the program will insert the current date.

Set disk default date

If the option is checked the program will assign the entered discs the date that is given below.

Regardless of default settings it is recommended to check and set the start hour again.

Driver

Set a default driver

If this option is indicated, from the drop-down list a driver's name, who will then be inserted into suitable fields on the disk insertion form, can be chosen,

Using buttons from the toolbar 100 located next to a driver's field you can add or edit driver's names.

Vehicle

Set a default vehicle

If this option is indicated, from the drop-down list a vehicle's registration number pertaining to the car that will then be inserted into suitable fields on the disk insertion form, can be chosen.

Using buttons from the toolbar 100 located next to a vehicle's field you can add or edit vehicle's registration numbers.

Disk

These fields apply to registering events by means of different types of tachographs. The

program will accept newly scanned / collected disks as of such type as is set here.

Types of chart

"**Standard**" – applies to most tachographs.

"**Thin chart**" – used to improve disk analysis on which the event line is thinner than normal (it depends on a tachograph model). If a disk is analyzed wrongly, one can try to indicate this field in order to improve the quality of analysis.

"**Step chart**" – pertaining to tachographs on which the line presenting types of driver's activity in drawn on a different level for each type of activity, e.g. is bolded in the case of driving.

"**Pseudo-step**" option – improves analysis of non-standard disks with step chart.

Detailed disk

Indicating this option causes that the analysis is characterized by a different reading of kilometers and more precise reading of events so that even very short ones (from 1 minute) can be found and they are not rejected automatically but only in the case of appropriate settings of analysis. This has some drawbacks: sometimes inaccuracies resulting from the scanning process are indicated as events. Kilometers are found for the entire disk and not for particular events. Such reading of kilometers causes some inaccuracies when calculating the number of kilometers for routes. Additionally, the list of events contains a column "**Km**" and "**Km/h**", because the number of kilometres and average speed is calculated for the entire disk, not for particular events.

Size of image

The standard, step options and the entire disk allow to choose the width of "**cropping**" images of the scanned disks.

Vehicle

Here you can choose whether the program is to treat the scanned disks as those from a lorry or a bus. The difference is significant since busses can drive faster than lorries and other speed limitations also apply - .e.g. reaching the speed of more that 140 km/h instead of 85 km/h will be a violation. Reading of kilometers on the disk is adjusted to this.

11.1.2.15. Digital files export

Using this function you can easily find and export any needed original data files. This is useful especially, when the files are required for an inspection by an authority.

You can find these files very easy with the command "**Export data files**".

To open the file export window, you can use the following methods:

- from the main menu "**TachoScan**" select the option "**Digital files export**".
- select the menu "**TachoScan**" from the side toolbar and click the button:

Activate this function to open a file selection window. Within this window you need to specify the required period of time, i.e. start date (item 1 - Fig. bellow) and an end date (item 2). Subsequently select a target directory for the data files to be exported (item 3).

After the export is performed the files from this directory can be submitted for inspection (item 3 - Fig. bellow).

Subsequently specify the type of data files for the export:

- Item 4 - Fig. bellow - for driver card data (option inactive - always checked);
  - Item a - search for driver; driver names appear in the list simultaneously while entering subsequent characters;

- Item b - driver list;
- Item 5 - Fig. bellow - for vehicle data;
  - Item c - search for vehicle; the reg, no. in the list simultaneously while entering subsequent characters/numbers;
  - Item d - vehicle list;

Press and hold down the button Ctrl *in order to check and export several driver or vehicle data files.*
*You can check all the list positions. For this purpose right-click the list and select the option "**Check all**".*

Select the needed file type (driver or vehicle data file, see above) and than the specific driver or vehicle you are looking for (item 6 - Fig. bellow).

Finally press the button Export.

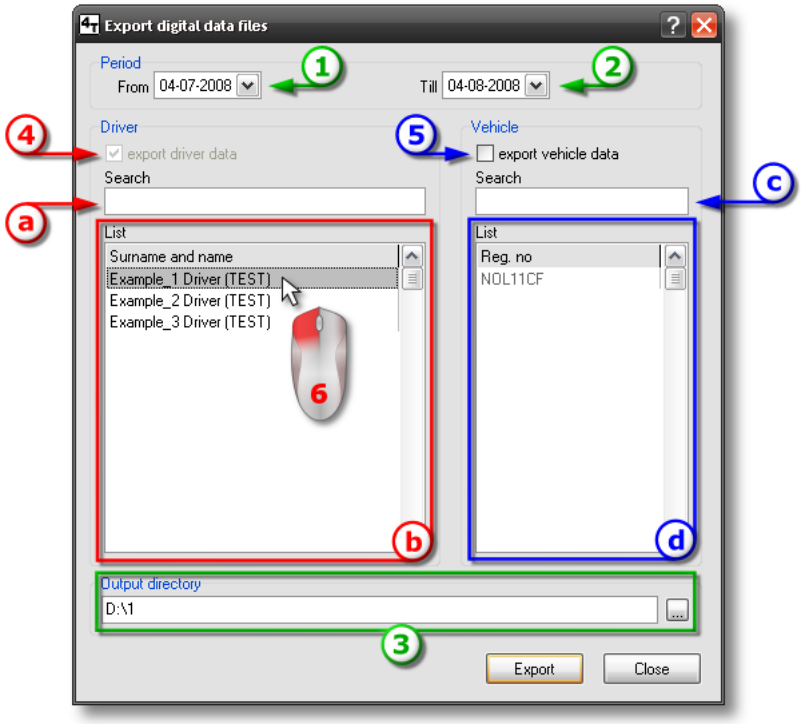


Fig. "Export original data files"

11.1.3. Reports

Reports in the "**TachoScan**" module are divided into two groups:

11.1.3.1. TachoScan

In the TachoScan module the following reports can be generated:

11.1.3.1.1 Drivers activities in detail

The report shows the details of starting times, completion and duration, selected earlier in a report window, event: driving, work, availability, stopover and "**Card Withdrawn**" recorded on discs and / or "**days from the card**" for the selected driver. For each event separately is also presented information on the vehicle registration number is assigned, the number of kilometers (driving time), whether it was carried out in a team that has been described as' the "**ferry / train**" and / or "**OUT**". And for the "days from the card" or event has been added as a "manual entry" and where the slot was tachograph driver card during the recording of the event.

How to create a report:

1. Depending on needs, choose the report to be generated from the main menu or the side toolbar 100:
2. A report preparation window will be displayed (Fig. bellow). Required input:

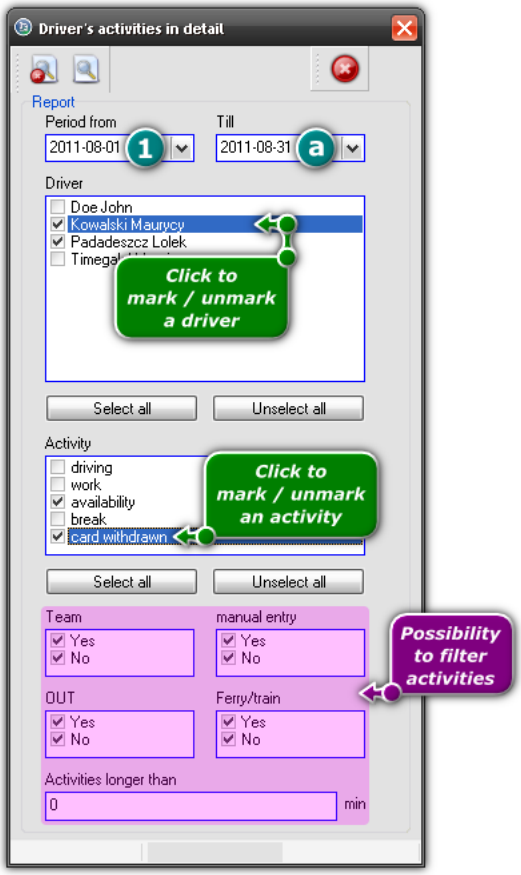


Fig. Creating a report - preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- select driver/s from the list,
- select activity/s from the list,
- depending on needs, set the appropriate filters for events being displayed.

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.2 Activitied from digital tachograph

Information report

The report shows, in the form of a list, activities uploaded from digital tachograph along with the data of drivers cards (team driving) depending on specific filters being marked and the selected time period.

How to create the report

1. Select the requested report from main menu or side toolbar 100:
2. Report preparation window will be displayed (Fig. bellow), where one should enter:

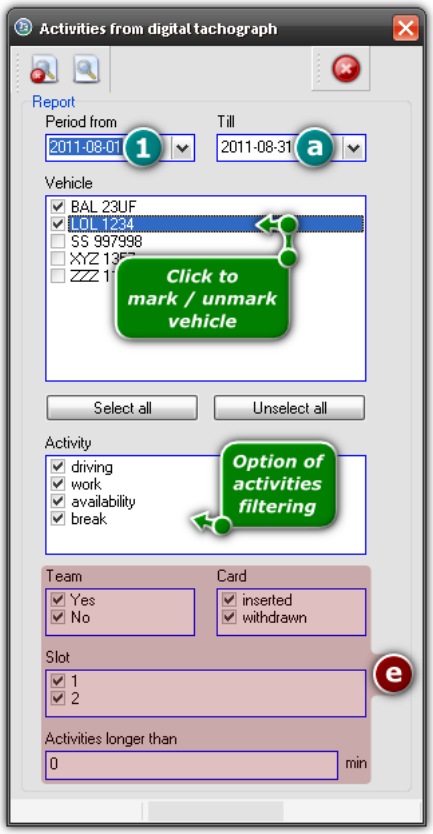


Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) duration of analysed period,
- mark vehicle/vehicles from the list,
- indicate according to which activities the report is to be filtered,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

- (item e) depending on needs, set the appropriate filters for events being displayed.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.3 Driver's activities

Information report

This report is a collation of detailed times of: driving, other work, availability and rest times for one driver in the specified period of time. Depending on the specific type of this report, the distance and vehicle driven by this driver will also be shown.

Reports can be generated in three different ways:

- by disc dates - detailed 268,

- by disc dates - summary 268,
- according to real dates 269,
- **Driver's activities on a night shift** - The report shows detailed times of: driving, other work, availability and rest for one driver in a specified period in night shift (see: Companies 109). When a night shift begins in the middle of an activity, then this activity will be split up and only the night-shift-part is taken into account for the report.

How to create a report:

1. Depending on needs, choose the report to be generated from the main menu or the side toolbar 100.
2. For each report type, the following selection window appears (Fig. bellow). Provide the following input:

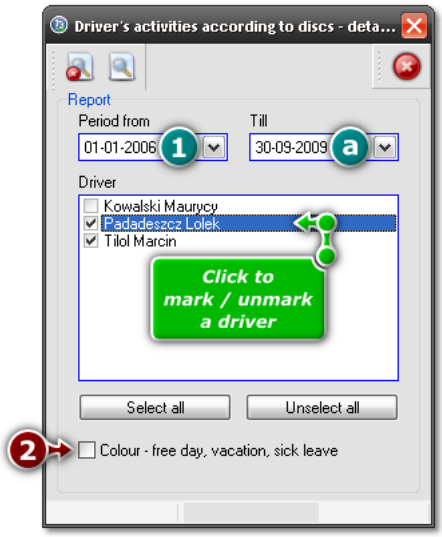


Fig. Creating a report - preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- select driver/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

- (item 2) check this field to get free days, holiday and sick leave in color,

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.4 Statement of drivers' activities

Information report

This is a report presenting the total amount of a driver's working time, both day and night shift. The report also lists sick leave days, days off and holiday time. Driving, availability and total rest and work is specified for each day, separately for the entire day and a night shift. There is a summary after every week. A summary of the total number of working days, days off and holiday time is presented at the end the report.

How to create a report:

1. Select the report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed (Fig. bellow). Required input:

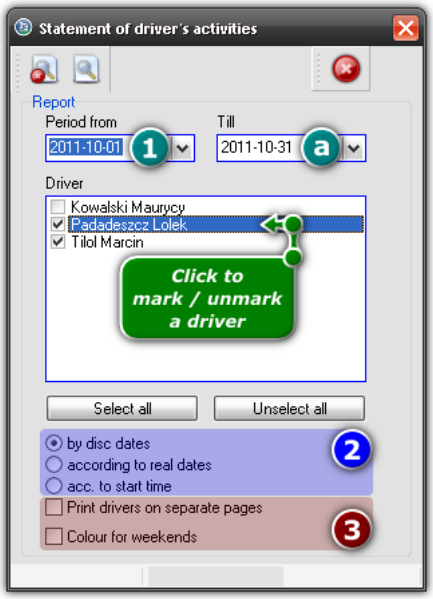


Fig. Report preparation window

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- select driver/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

- (item 2) select per what dates the report is to be generated:
  - by disc dates 268,
  - according to real dates 269,
  - **acc. to start time** - this is "**by disc dates**" report that additionally contains the columns defining dates of work beginning and end. In the column on work during night shift the driving time and duration of other night-time work are added up,
- (item 3) additional option:
  - **print drivers on separate pages** - printout for each driver will start from new page;
  - **colour for weekends** - check this field to get Saturdays and Sundays in color;

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.5 Detailed statement of driving and working time

Information report

The report shows detailed start and end times as well as duration of activities: driving, work and availability registered on disks of a specified driver. The activities are grouped separately for each disk and there is a summary at the end of each day.

Reports can be generated in two different ways:

- by disc dates 268,
- according to real dates 269,

How to create the report::

1. Depending on needs, select the report to be generated from the main menu or the side toolbar 100.
2. Regardless of the report type, the same window of report preparation appears (Fig. bellow). Provide the following input:

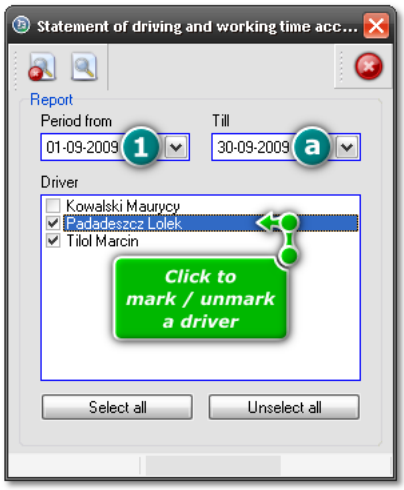


Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- select driver/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.6 Total driver's activities

Information report

The report shows total driving time, work and availability for all drivers in a specified period of time, along with summary information.

Reports can be generated in two different ways:

- by disc dates 268,
- according to real dates 269,

How to create the report:

1. Select the needed report from the main menu or the side toolbar 100.
2. Regardless of the report type, the same window of report preparation will be displayed (Fig. bellow), where you should specify "**period**" of working time under analysis (see: "Inserting dates"),

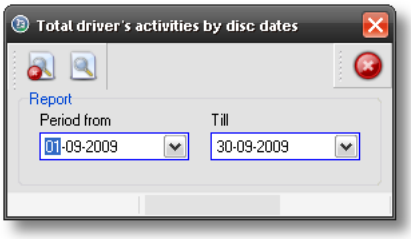


Fig. Report preparation window

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.7 Drivers activities in crews

Information report

The report presents the drive time, working and duty hours of drivers working in teams 269.

Reports can be generated in two different ways:

- by driver,
- by vehicle,

How to create a report:

1. Depending on needs, choose the report to be generated from the main menu or the side toolbar 100.
2. Depending on the report type, a report preparation window will be displayed for a driver or for a vehicle (Fig. bellow). You should provide the following:

Fig. Report preparation window as per driver.

Fig. Report preparation window as per vehicle.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates");
- select driver/s from the list, or select vehicle/s from the list.

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.8 Vehicles and drivers control

11.1.3.1.8.1 Vehicles or drivers control

Control report

The report is used to control kilometre meter continuity with respect to selected vehicles or drivers. Thanks to this report, one may also check whether the selected vehicle/driver – within the specified time – did not exceed average speed as defined in the report preparation window.

The vehicles/drivers for which the program detected irregularities, will be displayed in the report preview. The most serious offence found will be presented in general in the list, next to the vehicle/ driver. To display all the offences together with some more detailed information about them, use the report :"Vehicles and drivers detailed control 192"

How to create the report

1. Select the requested report from main menu or side toolbar 100:
2. Report preparation window will be displayed (Fig. bellow), where one should enter:

Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) duration of analysed period;
- mark vehicle/vehicles from the list, or mark driver/drivers from the list;

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

- (item 2) select one of the following filters, as needed:
  - **filter according to proportional kilometers disparity** - display vehicles/drivers, of which km meter difference for consecutive days exceeded the percentage value set for that option, or:
  - **filter according to nominal kilometers disparity** - display vehicles/drivers, of which km meter difference for consecutive days exceeded the value set for that option;
- (item 3) additional option:
  - **daily driving time for vehicle usage** - enter the vehicle standard daily driving time [in hours].

This value is used for calculating the vehicle usage ratio;

- **color red the average speed above** - enter the value of average speed, default value = 85 km/h;
- **calculate "Km acc. to driver" proportianally to "Km acc. to tacho"**:

☑ ***Option checked*** - in the: "**Km acc. to driver**" column, kilometres are presented in the form of two digits:

1. **Digit in parentheses** - number of kilometres from the meters read by the driver (tachograph chart) or read from the driver card (insert, remove the card) and not actual driving;
2. **Digit outside parenthesis** - number of kilometres after verification of records on the tachograph chart and the digital tachograph readings. If the sum of kilometres given by the drivers is less than the sum of kilometres read from the chart or digital tachograph, the missing kilometres are proportionally distributed among the drivers who drove the given vehicle on the settled day;

☐ ***Option unchecked*** - "**Km acc. to driver**" are presented on the basis of the readings from the meters made the drivers (tachograph chart) or read from the driver card (insert, remove the card) and not actual driving,

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.8.2 Vehicles or drivers detailed control

Control report

The report is used to control kilometre meter continuity with respect to selected vehicles or drivers. Thanks to this report, one may also check whether the selected vehicle/driver – within the specified time – did not exceed average speed as defined in the report preparation window.

The vehicles/drivers for which the program detected irregularities, will be displayed in the report preview. The days for which the program detected offences will be presented in the list next to the vehicle/driver, together with information on meters value, coefficient of vehicle use, as well as average speed value.

How to create the report:

1. Select the requested report from main menu or side toolbar 100:
2. Report preparation window will be displayed (Fig. bellow), where one should enter:

Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) duration of analysed period,
- mark vehicle/vehicles from the list, or mark driver/drivers from the list;

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

- (item 2) select one of the following filters, as needed:
  - **filter according to proportional kilometers disparity** - display vehicles/drivers, of which km meter difference for consecutive days exceeded the percentage value set for that option, or:
  - **filter according to nominal kilometers disparity** - display vehicles/drivers, of which km meter difference for consecutive days exceeded the value set for that option;
- (item 3) additional option:
  - **daily driving time for vehicle usage** - enter the vehicle standard daily driving time [in hours].

This value is used for calculating the vehicle usage ratio;

- **color red the average speed above** - enter the value of average speed, default value = 85 km/h;
- **calculate "Km acc. to driver" proportianally to "Km acc. to tacho"**:

☑ ***Option checked*** - in the: "**Km acc. to driver**" column, kilometres are presented in the form of two digits:

1. **Digit in parentheses** - number of kilometres from the meters read by the driver (tachograph chart) or read from the driver card (insert, remove the card) and not actual driving;
2. **Digit outside parenthesis** - number of kilometres after verification of records on the tachograph chart and the digital tachograph readings. If the sum of kilometres given by the drivers is less than the sum of kilometres read from the chart or digital tachograph, the missing kilometres are proportionally distributed among the drivers who drove the given vehicle on the settled day;

☐ ***Option unchecked*** - "**Km acc. to driver**" are presented on the basis of the readings from the meters made the drivers (tachograph chart) or read from the driver card (insert, remove the card) and not actual driving,

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.8.3 Vehicles driving time by disc dates - detailed

The report presents driving times of and mileage made by selected vehicle/vehicles within a specified time interval.

In comparison with the summary one, the report contains **additional** columns (information). At report generating, all the events found on disk/day uploaded from the driver card, irrespective of the time of their occurrence, are taken into consideration. For instance, for disk or day from the driver card of 05.12.2002, all events are treated as if they occurred on 05.12.2002, in spite of that one of them could have occurred before midnight, and the following one already after midnight.

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in settings 136.

How to create the report

1. Select the requested report from main menu or side toolbar 100:
2. Report preparation window will be displayed (Fig. bellow), where one should enter:

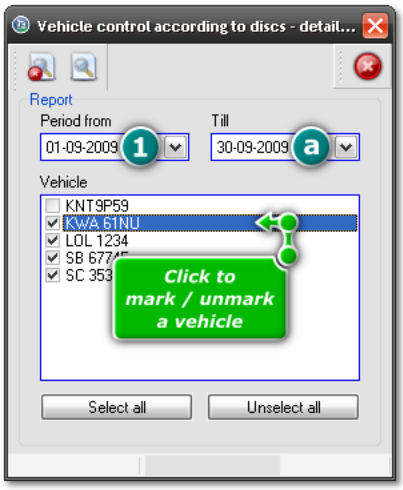


Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) duration of analysed period;
- mark vehicle/vehicles from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.8.4 Vehicles driving time by disc dates - summary

The report presents driving times of and mileage made by selected vehicle/vehicles within a specified time interval.

In comparison with the analytical one, the report contains basic columns (information). At report generating, all the events found on disk/day uploaded from the driver card, irrespective of the time of their occurrence, are taken into consideration. For instance, for disk or day from the driver card of 05.12.2002, all events are treated as if they occurred on 05.12.2002, in spite of that one of them could have occurred before midnight, and the following one already after midnight.

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in settings 136.

How to create the report

1. Select the requested report from main menu or side toolbar 100:
2. Report preparation window will be displayed (Fig. bellow), where one should enter:

Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) duration of analysed period;
- mark vehicle/vehicles from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.8.5 Vehicles driving time by disc dates - summary (driving time including breakes)

The report presents driving times of and mileage made by selected vehicle/vehicles within a specific time interval.

In comparison with the analytical one, the report contains **basic** columns (information). This report calculates the sum of time from first event (apart from stopover) until last event (apart from stopover) on the disk, and it shows that time as the **working time** irrespective of that which events took place between them.

At report generating, all the events found on disk/day uploaded from the driver card, irrespective of the time of their occurrence, are taken into consideration. For instance, for disk or day from the driver card of 05.12.2002, all events are treated as if they occurred on 05.12.2002, in spite of that one of them could have occurred before midnight, and the following one already after midnight

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in settings 136.

How to create the report

1. Select the requested report from main menu or side toolbar 100:
2. Report preparation window will be displayed (Fig. bellow), where one should enter:

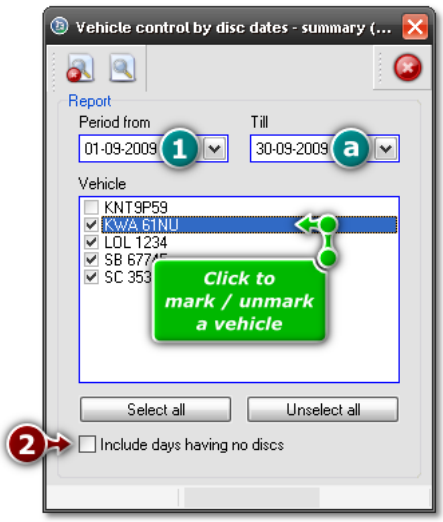


Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) duration of analysed period;
- mark vehicle/vehicles from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

- (item 2) upon highlighting – the days, which have no record entered (no disk or day from digital card) in a given time period, will be shown additionally.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.8.6 Vehicles driving time by real dates

The report presents driving times of and mileage made by selected vehicle/vehicles within a specific time interval.

At report generating, all the events which occurred during a day, are taken into consideration. This means that the events taking place on the verge of 24 hours are separated and assigned to a specific date. For instance, if a disk or day from the driver card is of 05.12.2002, and it contains an event (relating to driving, work, duty hours) commencing before midnight and ending after midnight, then, it becomes divided into two events. First one ends at 23:59 hrs and the following one commences at 0:00 hrs and lasts till the end of the original event. Second part of the event is assigned to the following day, i.e., 06.12.2002.

This type of report is of significance also for the days uploaded from the driver card since 24-hour intervals are shifted with respect to UTC by a given value as selected in setting 136.

How to create the report

1. Select the requested report from main menu or side toolbar 100:
2. Report preparation window will be displayed (Fig. bellow), where one should enter:

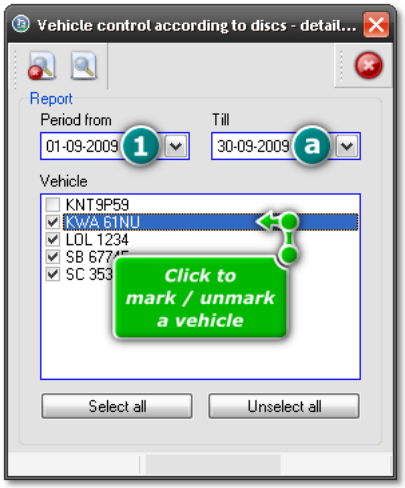


Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a) duration of analysed period;
- mark vehicle/vehicles from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.9 Weekly control of driver's working and resting time

Information report

This report is divided into weekly sections. Within the each section weekly and two-week

driving time is displayed (for the current and previous week), along with exceedings of norm values and driving time limits for the following week. Information related to weekly rest times are displayed below: rest periods and durations, reductions and compensations, the number of days between the previous and current weekly rest time.

Within a given week the daily driving time report is displayed for each day, plus the longest rest time and daily rest time taken by a given driver. Additionally it contains remarks concerning their compliance with the Regulation (EC) No 3820/85 or the Regulation (EC) No 561. Division into days is done as required by the regulations.

How to create a report:

1. Choose the report from the main menu or the side toolbar.
2. A report preparation window will be displayed (Fig. bellow), where you need to provide:

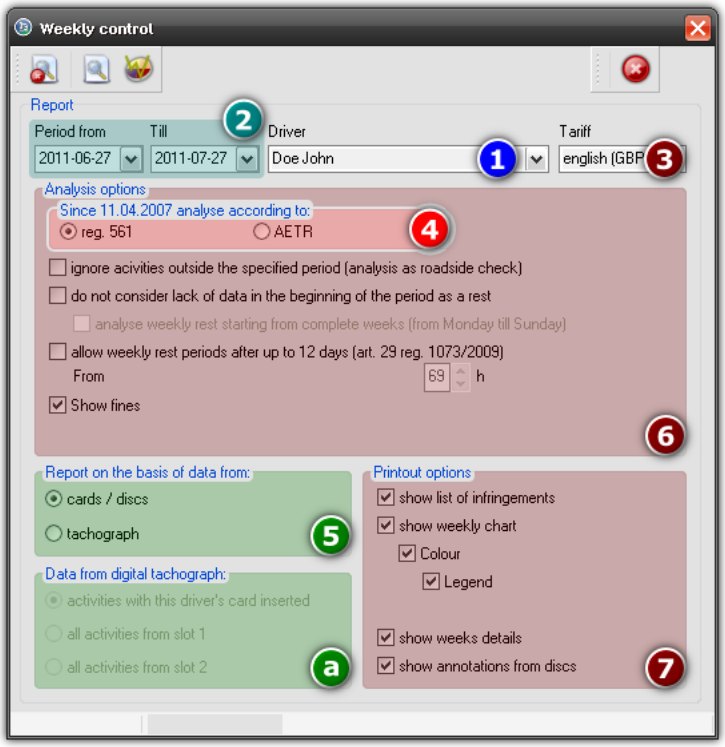


Fig. Report preparation window

- (item 1 - Fig. above) driver;
- (item 2, a) "**period**" of time in question (see: "Inserting dates");
- (item 3) **Tariff** - country selection field, on the basis of which a fines scale for calculating fines amounts will be selected;
- (item 4) select whether data are to be checked according to the Regulation No 561/2006 or AETR;
- (item 5) select of data type/source for the report:
  - **cards / discs** - control of driver's card data and tacho disks;
  - **tachograph** - control of vehicle data (mass memory data) – after choosing this option the frame shown next (item a) becomes active: "**Data from digital tachograph**" where one can choose what data are to be analyzed:
    - **activities with driver's card inserted** – only activities recorded in the tachograph with driver card inserted;
    - **all activities from slot 1** – all activities recorded in slot No 1 of the tachograph are verified, regardless of whether the driver's card was inserted or not;
    - **all activities from slot 2** – all activities recorded in slot No 2 of the tachograph are verified, regardless of whether the driver's card was inserted or not;

(item 6) checked desired option

Detailed description of options checked in this item is presented in the following topic: "Driver offences 199 -> Tab: **[Further options]**".

(item 7) checked desired option

- **show list of infringements** - after marking this option, a short list of driver's infringements will be shown on the first pages of the report;
- **show weekly chart** - after marking this option, the so-called weekly graph of driver's driving time will be shown at the end of each week section, (marking of symbols in the graph identical as in weekly visualization):
  - **colour** - marking of this option will result in showing some report elements in several basic colours, otherwise it will be presented in the shades of grey,
  - **legend** - with this option marked, a legend to the weekly graph will be shown in the end section of the report,
- **show weeks details** - marking of this option will cause attaching of the description of offences generated in the "Driver offences 199" report to each week section;
- **show annotations from discs** - if the option is checked the annotation (provided it has been written) from the offence-related disc will be shown in the report;

- if a single day view is not sufficient to analyze the particular offence, it is possible to bring up the window of weekly visualization, by pressing the: icon.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.10 Driver offences

Control report

The report contains a violation list of driver's data; each violation is indicated separately. The report can be generated for one driver or collectively, for all drivers who have caused violations.

How to create a report

1. Choose a given report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed (Fig. bellow), where you need to provide:

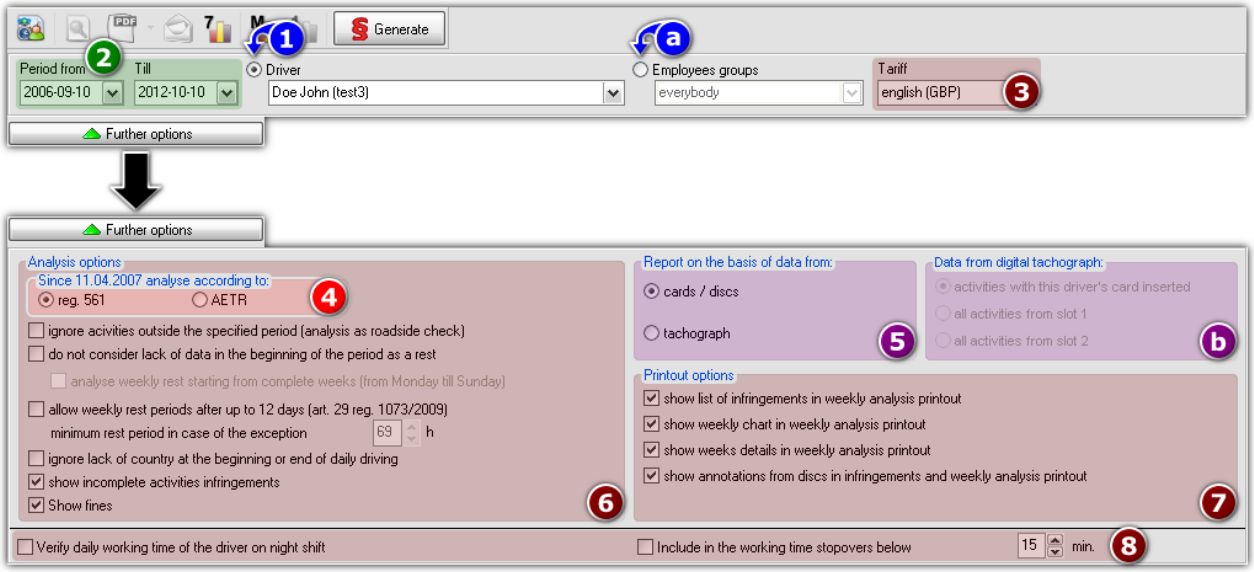

Generate
Period from
Till
2006-09-10
2012-10-10
Driver
Doe John (test3)
Employees groups
everybody
Tariff
english (GBP)
Further options
Further options
Analysis options
Since 11.04.2007 analyse according to:
reg. 561
AETR
ignore acivities outside the specified period (analysis as roadside check)
do not consider lack of data in the beginning of the period as a rest
analyse weekly rest starting from complete weeks (from Monday till Sunday)
allow weekly rest periods after up to 12 days (art. 29 reg. 1073/2009)
minimum rest period in case of the exception
69
h
ignore lack of country at the beginning or end of daily driving
show incomplete activities infringements
Show fines
Report on the basis of data from:
cards / discs
tachograph
Data from digital tachograph:
activities with this driver's card inserted
all activities from slot 1
all activities from slot 2
Printout options
show list of infringements in weekly analysis printout
show weekly chart in weekly analysis printout
show weeks details in weekly analysis printout
show annotations from discs in infringements and weekly analysis printout
Verify daily working time of the driver on night shift
Include in the working time stopovers below
15
min.

Fig. Report preparation window.

- (item 1 - Fig. above) driver or drivers groups (item a),
- (item 2) the period being analyzed,
- (item 3) **Tariff** - country selection field, on the basis of which a fines scale for calculating fines amounts will be selected;
- Pressing the:

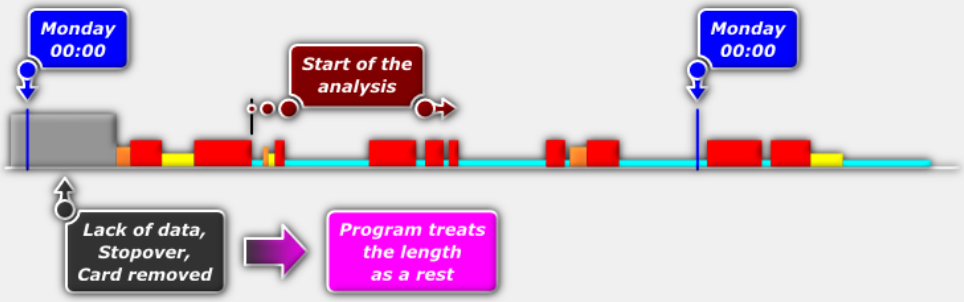
key will open a pull-down panel where it is possible to check

- (item 4 - Fig. above) select whether data are to be checked as per the Regulation No 561/2006 or as per AETR,
- Generate report on the basis of data from:
  - (item 5) **cards / discs** - control of data downloaded from driver's cards and recorded tacho disks,
  - (item 5) **tachograph** - control of data downloaded from digital tachographs – after choosing this option the frame shown below will become active:
    (item b) "**Data from digital tachograph**" where one can choose what data are to be analyzed:
    - **activities with driver's card inserted** – only events recorded in the tachograph from the moment of inserting and ejecting the cards of the driver being controlled are analyzed.
    - **all activities from slot 1** – all events recorded in slot No 1 of the tachograph are verified, regardless of whether the driver's card was inserted or not,
    - **all activities from slot 2** – all events recorded in slot No 2 of the tachograph are verified, regardless of whether the driver's card was inserted or not,
- (item 6):
  - **ignore activities outside the specified period (analysis as roadside check)**

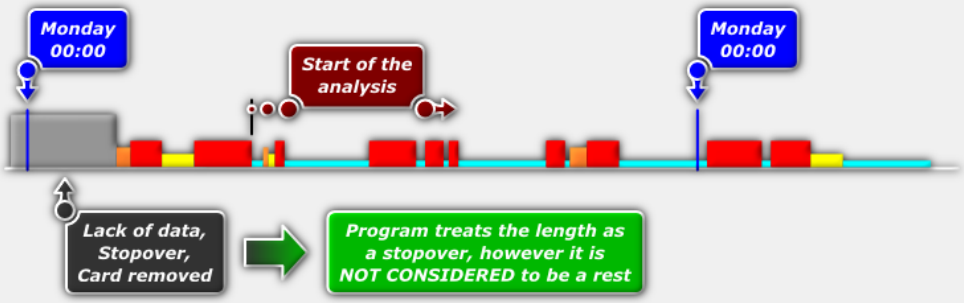
    ☐ ***Option unchecked*** - program performs an analysis taking into account the activities done before and after the selected period of time (item 2 - Fig. above),

    ☑ ***Option checked*** - program performs an analysis only for the selected period of time,
  - **do not consider lack of data in the beginning of the period as a rest**

    ☐ ***Option unchecked***:

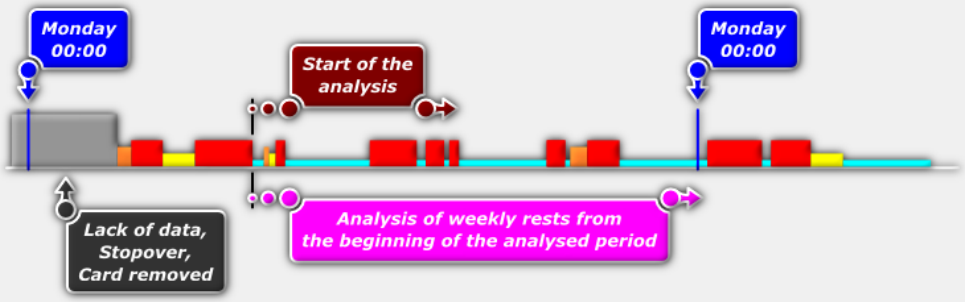


☑ ***Option checked***:

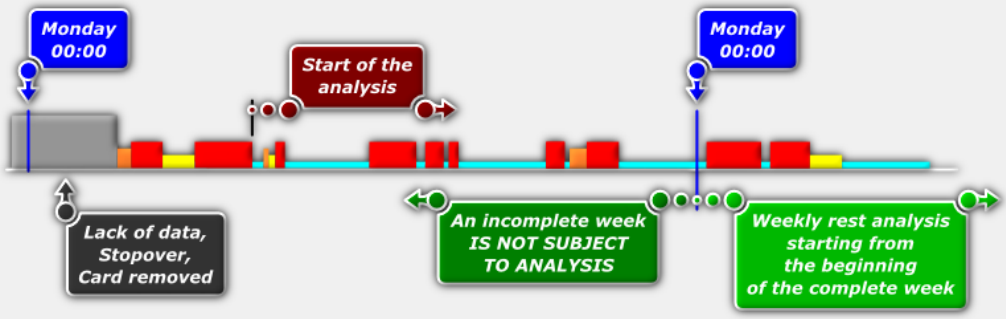

Monday 00:00
Start of the analysis
Monday 00:00
Lack of data, Stopover, Card removed
Program treats the length as a stopover, however it is NOT CONSIDERED to be a rest

- **analyse weekly rest starting from complete weeks (from Monday till Sunday)** - the option is accessible only if the preceding one has been checked,

☐ ***Option unchecked***:


Monday 00:00
Start of the analysis
Monday 00:00
Lack of data, Stopover, Card removed
Analysis of weekly rests from the beginning of the analysed period

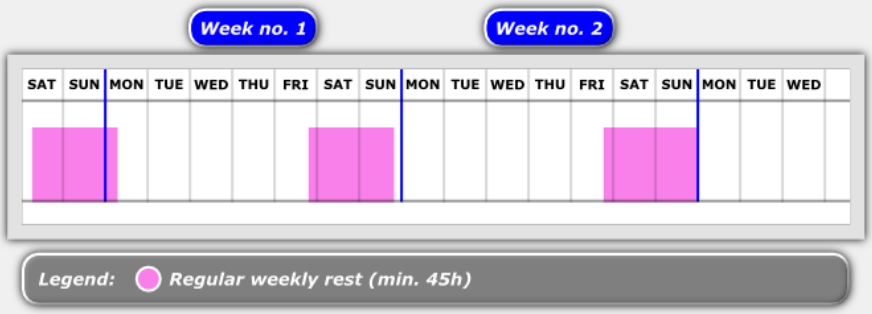
☑ ***Option checked***:


Monday 00:00
Start of the analysis
Monday 00:00
Lack of data, Stopover, Card removed
An incomplete week IS NOT SUBJECT TO ANALYSIS
Weekly rest analysis starting from the beginning of the complete week

o **allow weekly rest periods after up to 12 days (art. 29 reg. 1073/2009) minimum rest period in case of the exception [...]**,

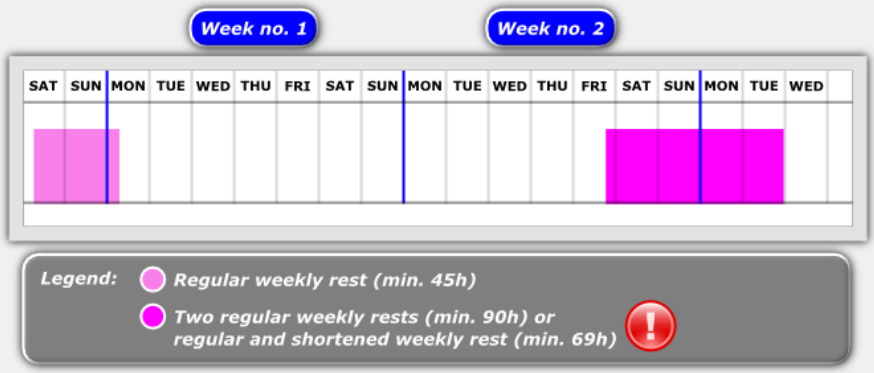
☐ ***Option unchecked*** - during analysis, the program will not take into account the exception set forth in Article 29 of Regulation 1073/2009;

An example: Schedule of the regular weekly rests meeting the requirements of the Regulation (EC) No. 561/20:


Week no. 1
Week no. 2
SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED
Legend: Regular weekly rest (min. 45h)

☑ ***Option checked*** - if there's no proper rest (regular or shortened) up to 6 days, the program will look for a rest lasting at least 69 hours (regular + shortened) – according to the exception set forth in Art. 29 of Regulation 1073/2009;

An example: Schedule of the regular weekly rests meeting the requirements of the Regulation (EC) No. 1073/2009:


Week no. 1
Week no. 2
SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED
Legend:
Regular weekly rest (min. 45h)
Two regular weekly rests (min. 90h) or
regular and shortened weekly rest (min. 69h)

- **ignore lack of country at the beginning or end of daily driving** - when this option is **unchecked**, program verifies whether the driver indicated a proper country at the beginning and the end of daily driving;
- **show incomplete activities infringements** - when this option is checked, program indicates an infringement for each day with incomplete activities, unless the attestation of activities is issued;
- **show fines** - are the amounts of fines for detected offence to be displayed?;

- (item 7):
  - **show list of infringements in weekly analysis printout** - after selecting this option, the weekly control report will display the list of offenses, the same as in the report of offenses;
  - **show weekly chart in weekly analysis printout** - displays driver activity charts for each day grouped by weeks;
  - **show weeks details in weekly analysis printout** - display descriptions Yes/No;
  - **show annotations from discs in infringements and weekly analysis printout** - if the option is checked the annotation (provided it has been written) from the offence-related disc will be shown in the report;
- (item 8):
  - **verify daily working time of the driver on night shift** - in the case work is conducted during night time period (between 00:00 and 07:00); driver's working time may not exceed 10h in a given day.
  - **include in the working time stopovers below**: ... - when you select this option the program adds to the working time all break sorter than determined in the next field,

3. Prior to displaying the actual report, click the button:

. On the below list of violations those that were caused will be shown, assuming there were any.

Offences list, edition, options

1. Pressing the

button will display offences list with detailed data on every detected offence, if selected driver(-s) committed offences in the defined period,
   - check off the "**Show**" option if an offence is not to be displayed on the list (item 5 - Fig. bellow);

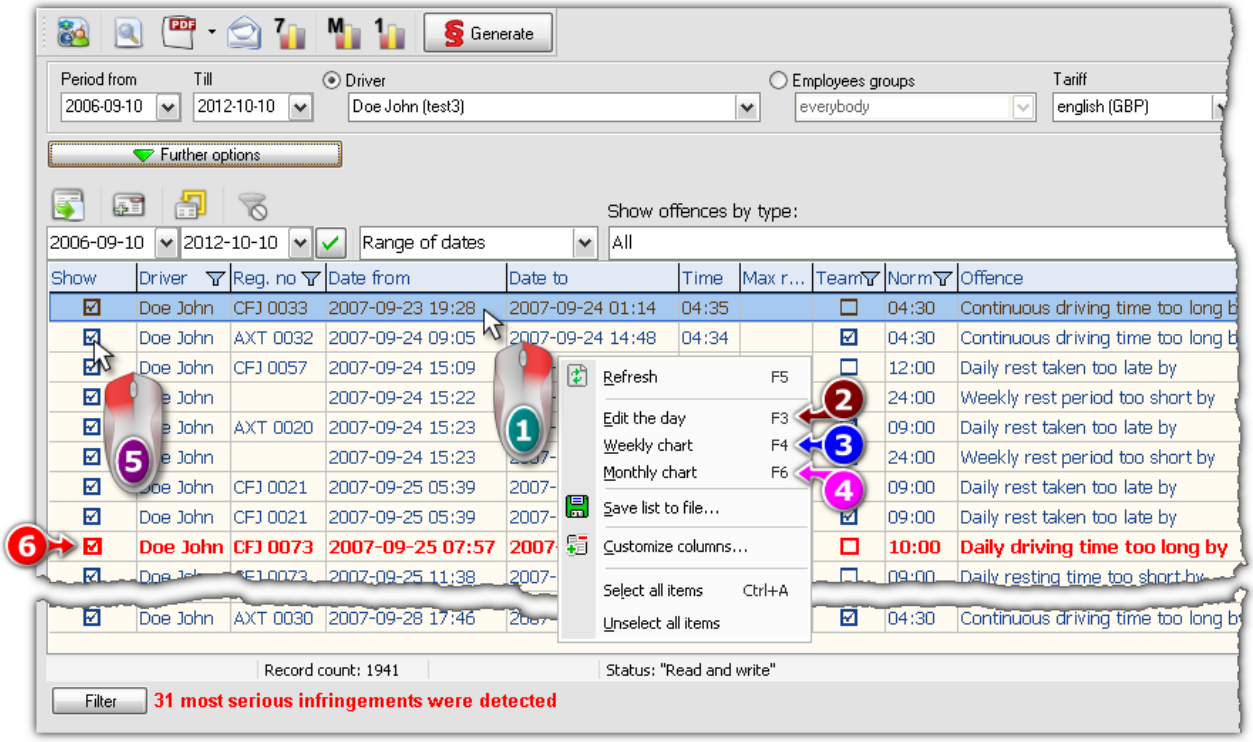


Fig. Displayed list of violations caused by a driver.

1. - Weekly control - opens the preview of the "Weekly control of driver's working and resting time 197".
2. - Preview - opens the report preview window.
3. - Export to: - saves the report directly to a PDF, CSV, XML or RTF file (click a drop-down menu next to the icon).
4. - Send report via e-mail - raport jest zapisywany bezpośrednio do pliku w formacie PDF, CSV, XML lub RTF (kliknij na rozwinięcie obok ikony).
5. - Edit the day - on the basis of any offences shown in the infringements list, you can go to the visualization of the date on which the offence took place (see: Driver card 234 or Record sheet 217). To do this, click on the desired infringement with the right mouse button and click on the button: . You can also select "**Edit the day**" from the drop-down menu (item 2 - Fig. above) or press: F3.
6. - Weekly chart 176 - if the single day view is not enough to analyse the specific infringement, a weekly visualization window may be accessed. You can also select: "**Weekly chart**" from the drop-down menu or press: F4.
7. - Monthly chart 180 - opens the largest range of visualization window: 5 weeks. You can also select: "**Monthly chart**" from the drop-down menu or press: F6 to open the chart.
8. (item 6 - Fig. above) The most serious offenses are displayed in red, bold text;
   - (item a) by clicking the Filter button, only the most serious offenses will be displayed.

Regulation 1071/2009, Annex IV

Most serious infringements for the purposes of Article 6(2)(a)

1.

a) Exceeding the maximum 6-day or fortnightly driving time limits by margins of 25% or more.

b) Exceeding, during a daily working period, the maximum daily driving time limit by a margin of 50% or more without taking a break or without an uninterrupted rest period of at least 4,5 hours.

11.1.3.1.11 Drivers' offences in general

Control report

This report verifies disks recorded in the database as for the presence of violations. The report can be generated for one or more drivers in a given time interval.

Available violations:

- continuous driving time, i.e. 45-minutes breaks after every 4.5 h drive time,
- reduced daily rest period and exceeded daily driving time,
- weekly rest period reduced under 24 hours or, possibly, to less than 45 hours with no compensation,
- exceeding two-weeks driving time.

How to create a report:

1. Select a given report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed (Fig. bellow), where you need to provide:

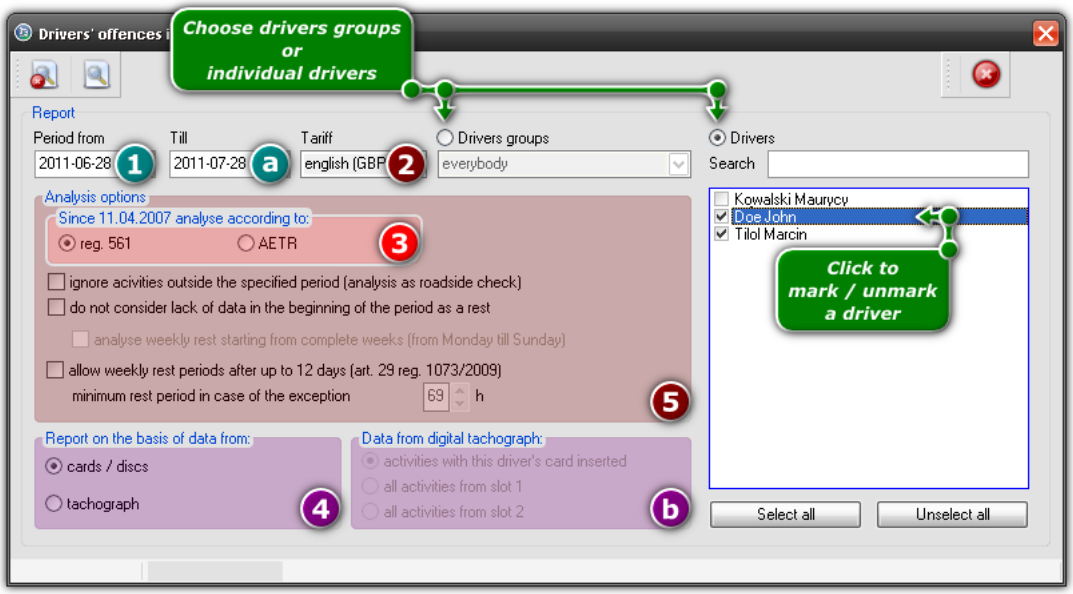


Fig. Report preparation window

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- select "**Drivers groups**" or "**Drivers**";
  - ➢ select drivers group;

  or
  - ➢ select driver/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

- (item 2) **Tariff** - country selection field, on the basis of which a fines scale for calculating fines amounts will be selected;
- (item 3) select whether data are to be checked according to the Regulation No 561/2006 or AETR,
- select the source data for the report:
  - (item 4) cards / discs - control of driver's cards data and tacho disks,
  - (item 4) tachograph - control of vehicle data – after choosing this option the frame shown below becomes active: (item b) "**Data from digital tachograph**" where one can choose what data are to be analyzed:
    - **activities with driver's card inserted** – only activities recorded in the tachograph with inserted driver card.
    - **all activities from slot 1** – all activities recorded in slot No 1 of the tachograph are verified, regardless of whether the driver's card was inserted or not,
    - **all activities from slot 2** – all activities recorded in slot No 2 of the tachograph are verified, regardless of whether the driver's card was inserted or not,

(item 5) checked desire option

Detailed description of the options checked in this item is presented in the following topic: "Driver's offences 199 -> Tab: **[Further option]**".

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.12 Drivers attestations summary

Information report

The report is a compilation of no driving certificates which have been issued for a driver at any time, using: "TachoScan -> Dodaj wolne 171" command.

How to create a report:

1. Select the desired report from the main menu or side toolbar 100:
2. A report preparation dialog is displayed, where you need to indicate:

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- the duration of the analyzed period;
- select a driver/ drivers from the list;

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

- additionally, you can select:
  - **separate pages** - printout for each driver will start on a new page;

11.1.3.1.13 Comparison of discs

Visualization

Using the command "**Comparison of discs**" you can compare any discs / days from a driver's card in the daily visualization window.

This option is recommended in order to better understand the analysis performed by the program.

How to display the visualization

1. Select the report from the main menu or the side toolbar.

The visualization window can be triggered in several ways:

Tab "Any discs"

This option allows to compare any disks or days from driver's cards. After opening "**Comparison of disks**" the program opens by default on the tab "**Any disks**".

In order to display the visualization:

- push the button: Add, a list of daily data opens, select disks and/or days with the button Ctrl pressed.
  Those days appear in the main window (item 1).

In order to display visualization at least two disks and/or days must have been selected.

- push the button: , appropriate visualization window opens (see: the topic below: **Visualization**).

*When the option "**always begin at 00:00**" is activated, all disks / days will be displayed from 00:00 of a given day, regardless of what time they start.*

For disks with start time in the afternoon or later, the activities might be out of the visualization window. In such case move the chart using the mouse.

Button: Sort - sorts the discs/ card days by date.

Button: Clear - deletes from the list all discs/ card days added before.

Tab: "According to drivers"

This option allows to compare disks or days from driver's card for any drivers from a team in a given period of time. In order to display the visualization:

- select the second tab "**According to drives**";
- for one of the two options select:
  - "**Any drivers**" - choose the first driver from the list, then:
    - the option: "**automatically**" - all days for the first driver in the period of time specified below will be displayed and team-driving days for other drivers related to them;
    - the option: "**selected**" - all days for the first driver in the period of time specified below will be displayed and team-driving of the driver chosen in the field next to it;
  - "**Drivers in teams**", - select a car from the list;
- set the period;

*In order to display the visualization for the option "**Any drivers**", the database must contain respective data (disks and/or days).*

*In order to display the visualization for the option "**Drivers in teams**", the database must contain respective data (team disks / days).*

- push the button: - an appropriate visualization window opens.

The button is active only after choosing both drivers for the first option and a car for the second one.

*After indicating the option: "**Always begin at 00:00**" all disks / days from the driver's card, regardless of what time*

they start, will be displayed from 00:00 of a given day.

Visualization

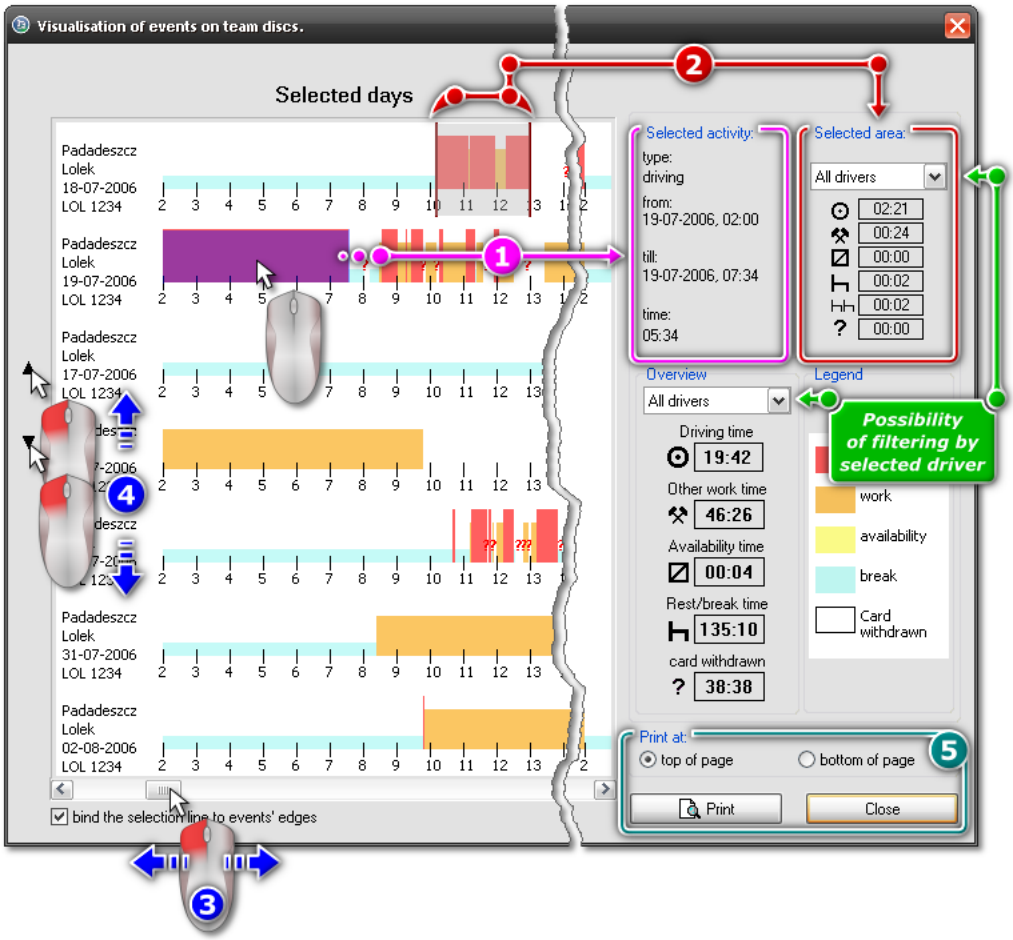


Fig. Visualization window.

In the visualization window charts can be compared and, additionally, you can:

- mark other activities (item 1 - Fig. above);
- mark areas (item 2);
- move the daily chart (item 3) if it do not fir into the window;
- move charts (item 4) if they do not fir into the window;
- print visualization (item 5).

For disks with start time in the afternoon or later, the activities might be out of the visualization window. In such case move the chart using the mouse (item 3 - Fig. above).

11.1.3.1.14 Disc continuity

Information report

The main aim of this report is to present missing data periods in order to add them. Additionally, the reported periods with added data contain the type of presence/activity (work without driving, days off, etc.).

How to create a report:

1. Choose the report from the main menu or the side toolbar 100.

2. A report preparation window will be displayed (Fig. bellow), where you need to provide:

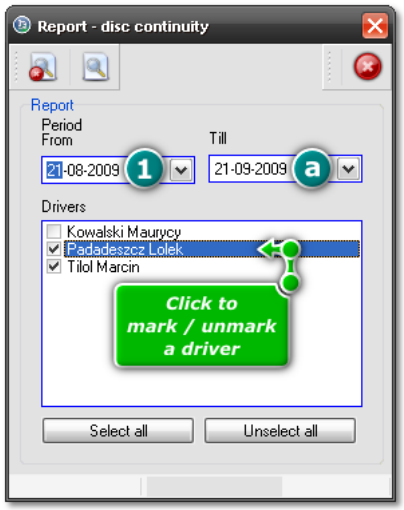


Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- select driver/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.15 Routes comparison

Information report

The report shows differences in the number of kilometers and driving time between the route template 121, and the route indicated on the disc 225/day from the driver's list 245.

How to create a report:

1. Choose the report from the main menu or the side toolbar 100.
2. A report preparation window appears (Fig. bellow), where you need to provide:

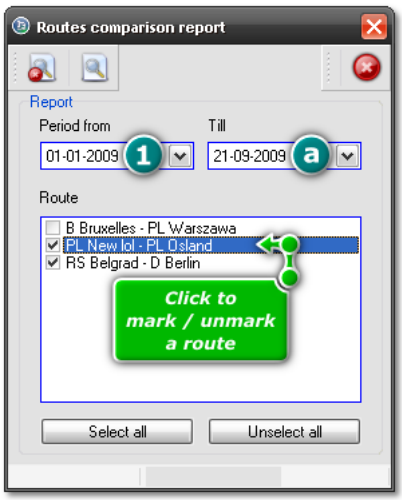


Fig. Report preparation window.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates");
- select route/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.16 Routes statement

Information report

The report shows a collation of all routes in a given period.

The report shows a collation of all routes in a given period:

- by driver,
- by vehicle.

How to create a report:

1. Depending on needs, choose the report to be generated from the main menu or the side toolbar 100 (see above).
2. Depending on what type of report will be chosen, a report preparation window will be displayed for a driver or for a vehicle (Fig. bellow). Provide the following input:

Fig. Report preparation window by driver.

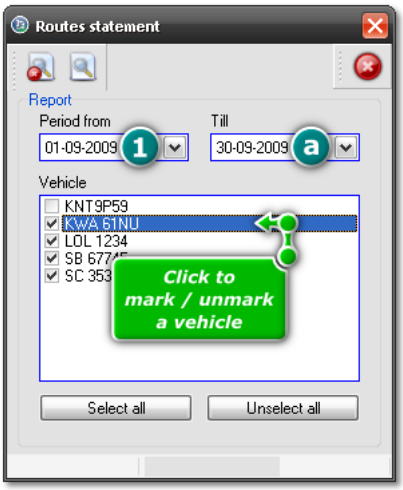


Fig. Report preparation window by vehicle.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.

How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- select driver/s from the list, or select vehicle/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all .

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.17 Working hours after the last driving

Information report

The report lists the drivers who, in the selected period of time on the disks/card days, had working events recorded after the last driving event. Working hours in the report are summed up for each driver separately.

How to create a report:

1. Choose the report from the main menu or the side toolbar.
2. A report preparation window will be displayed (Fig. bellow). Provide the following input:

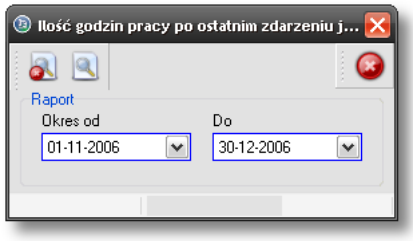


Fig. Report preparation window.

- "**period**" of time in question (see: "Inserting dates"),

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.18 Download and validity deadlines

Information report

The report presents dates of last downloads from driver's cards and digital tachographs and recommended dates for upcoming downloads. The latter are generated according to settings (see: Settings -> Digital 136).

How to create a report:

1. Choose the report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed (Fig. bellow). Provide the following input:

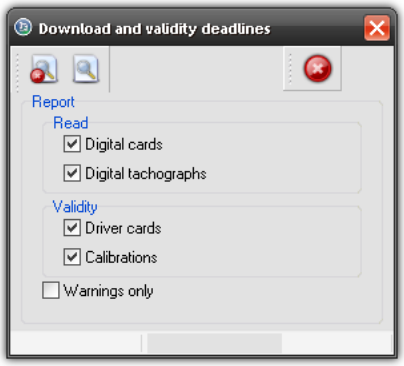


Fig. Report preparation window.

- **Read**:
  - **Digital cards** - the report will be created on the basis of driver's card data, and/or;
  - **Digital tachographs** - the report will be created on the basis of vehicle data (mass memory data), and/or;
- **Validity**:
  - **Drivers cards** - display drivers cards, the validity of which expired or will expire in the nearest future, and/or;
  - **Calibration** - display vehicles, of which tachographs calibration deadline expired or will expire in the nearest future, and/or;
- **Warnings only** - is the report to display only expired deadlines;

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.19 Data continuity calendar

Visualization

This collation makes it possible to see an overview of all data (disks, card data, vehicle data) entered during a year.

How to display the visualization

1. Choose the report from the main menu or the side toolbar 100.
2. A calendar window will be displayed (Fig. bellow). Make the following input:

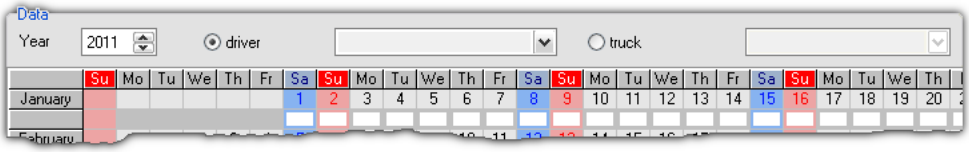


Fig. Empty calendar window.

- the year to be verified;
- driver or vehicle.

3. After the required user input, the results appear in the calendar – day marking, see legend (see: bellow).

Data continuity calendar - options

1. Some additional operations can be performed on the calendar:

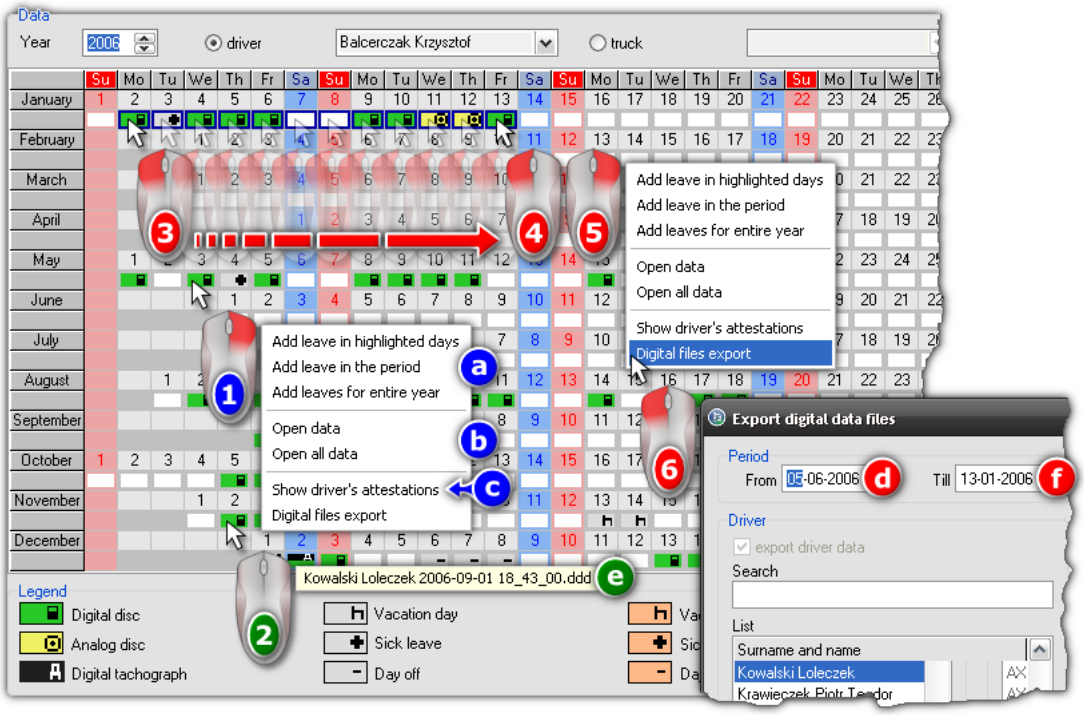


Fig. Data continuity calendar.

Select days on the calendar:

- *select (LMB) on the first day of the calendar (item 3 - Fig. above), then holding down the LMB, move the mouse pointer to the last day (item 4) and release the button;*
- *on the selected area, click the RMB of the mouse (item 5) and select the desired option from the drop-down menu.*

- introduction of an absence (only available for the driver) (item a - Fig. above):
  - **Add leave in highlighted days** - the program will display the "attestation of activities 171" form for the selected days in a new window;
  - **Add leave in the period** - on the basis of the selected days, the program will automatically set the start and end of the period in which the driver does not have any data and automatically inserts the appropriate start and end dates of the period in the "attestation of activities 171" form;
  - **Add leave for entire year** - in the scale of the selected year, the program searches for periods that do not have any entries - as above, the "attestation of activities 171" form opens, the difference is that periods without driving will appear for the selected driver (the subject is extensively described in the chapter: "TachoScan -> Add leave 171");
- view/edit data (item b):
  - **Open data** - depending on whose data are displayed, the program opens the window for data analysis from the "**driver card/tacho chart**" or the tachograph;
  - **Open all data** - the program opens all the windows for data analysis from "**driver card/ tacho chart**" and from the tachograph if such data were saved on a given day;
- **Show driver's attestations** (item c) - displays all the driver certificates issued by opening the list of attestations 175.

A filter from the driver selected in the data continuity calendar window will be set in the list of certificates. Events will be displayed from the beginning of the year selected in the calendar without a final date.

- selecting of a day from the driver card or a day from the tachograph with the mouse (item 2) will show the source file name (item e),
- **Digital files export** (item 6) - the program displays an export windows with the dates entered (item d, f) for the selected area (item 3, 4). After pressing the Eksportuj button, appropriate files will be exported to the previously indicated location.

If the day is displayed as: *it means that for this day both driver and vehicle data have been downloaded.*

However if the day is displayed as: *it means that the given day contains data from driver's card, tachograph disc and digital tachograph.*

2. After pressing the Print calendars... button, the report preview window for the currently selected driver/car will be displayed, where you can view, print or export the calendar (see: Basic information -> Report preview window 104).
3. Clicking the Print button will bring up a print preparation window allowing for displaying the data continuity calendar for any driver/car.
4. Push Refresh to read that data again and refresh the calendar.
5. In order to close calendar preview, click the button Close.

11.1.3.1.20 Events and faults

Information report

The report, depending on the chosen option, presents a summary of events and faults that have been recorder on the driver's card or directly in the tachographs memory.

Reports can be generated in two different ways:

- driver's card,
- digital tachograph,

How to create a report:

1. Depending on needs, choose the report to be generated from the main menu or the side toolbar 100.
2. Depending on the report type, a report preparation window appears for driver or for vehicle (Fig. bellow). Please provide the following:

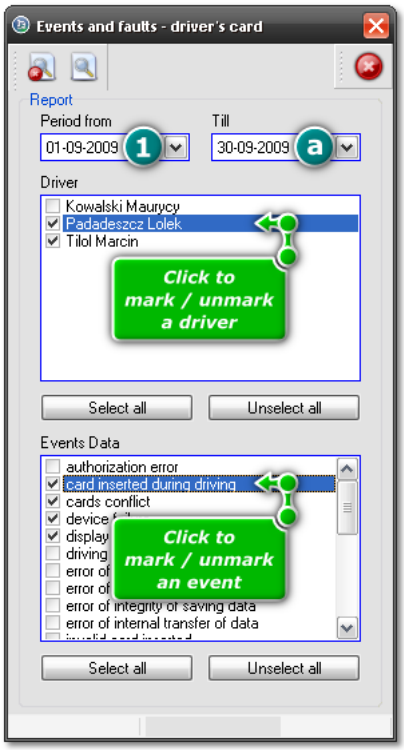


Fig. Report preparation window by driver.

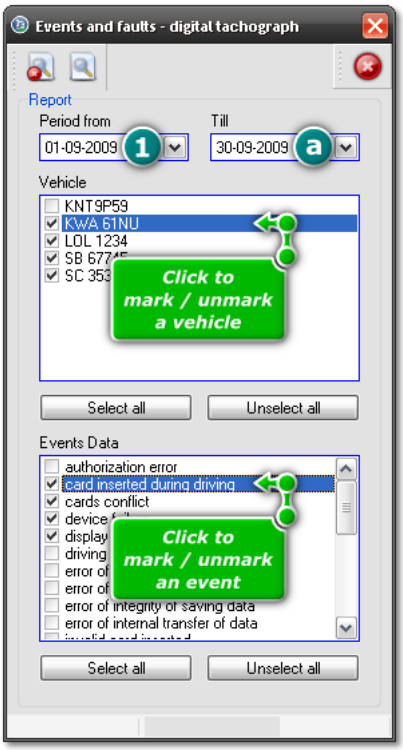


Fig. Report preparation window by vehicle.

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates");
- select driver/s from the driver list, or select vehicle/s from the vehicle list;
- select event type from the event list;

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.21 Statement disc faults

Information report

The report is a summary "**record sheet/days from the driver card**" that were saved with error status.

How to create a report:

1. Choose the report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed. Provide the following input:

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- "**period**" of time in question (see: "Inserting dates"),

- mark/unmark drivers from the list,
- mark/unmark type of error,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.22 Overspeedings according to digital tachograph

Information report

The report, depending on the settings in the report preparation window, displays drivers who exceeded speed limit in the selected period of time. The report displays vehicle's registration number, exceeded speed value, date and exact time when the offence occurred.

How to create a report:

1. Choose the report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed (Fig. bellow). Provide the following input:

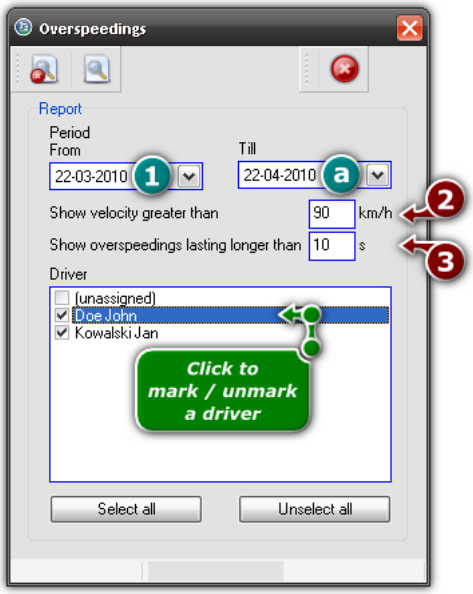


Fig. Report preparation window.

- (item 1, a - Fig. above) "**period**" of time in question (see: "Inserting dates"),
- (item 2) velocity greater than,
- (item 3) overspeedings lasting longer than,
- select driver/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.23 Drivers availability

Visualization

The command "**Drivers availability**" on the bases of downloaded tacho discs and/or driver's card data shows the available working time for driver working alone or as the part of driver's team. The visualization shows forecast for the next ten 24h periods.

How to display the visualization.

1. Pick the requested report from the main menu or from the side toolbar 100.
2. The report window will pop-up (Fig. bellow), where you can choose the driver.

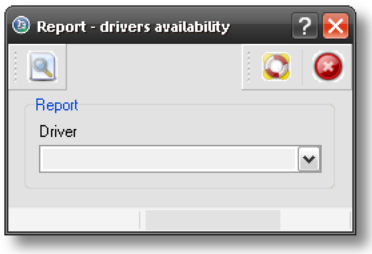


Fig. The report generation window.

Visualization.

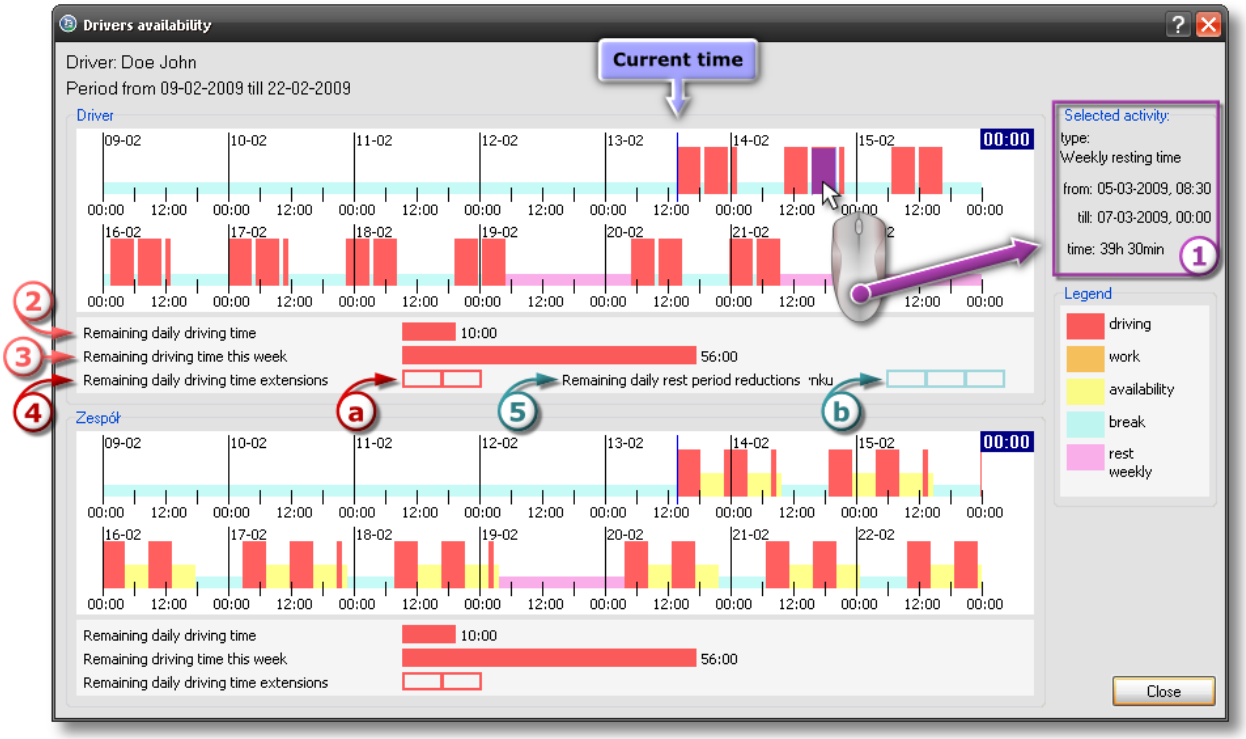


Fig. Visualization window.

The designation of the chosen visualization elements:

- Pointing with the mouse on the selected event (item 1 - Fig. above);
- Remaining daily driving time in the current 24h period (prior to the next daily rest period) (item 2);
- Remaining driving time this week (prior to the next weekly rest period) (item 3);
- Remaining daily driving time extensions that the driver may use for the extended daily driving time (item 4);
  - The number of available periods is shown by rectangles (item a);
- Remaining daily rest period reductions for the shortening of daily rest (item 5);
  - The number of such periods is shown by rectangles (item 5).

11.1.3.1.24 Locations report

Report is list of driver card inserts and withdrawals with vehicle register number and country in which it occurs.

How to create a report:

1. Choose the report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed. Provide the following input:

If the "Show filters of groups 126" option is checked in program settings, the printout preparation window will be extended by a field used to select a group of drivers or vehicles.
How to mark the groups of drivers and vehicles – refer to the: "Groups of drivers and vehicles in reports" topic.

- "**period**" of time in question (see: "Inserting dates"),
- select driver/s from the list,

The use of the following buttons helps to uncheck or check items in the list: Select all *and* Unselect all.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.1.3.1.25 Users activity

Information report

The report shows the number of operations that the users did in the program within defined time period.

The report is available to the users that are granted the privileges to view history of users activity (see: "Administration panel -> users 94").

How to create a report:

1. Choose the report from the main menu or the side toolbar 100.
2. A report preparation window will be displayed. Provide the following input:
   - "**period**" of time in question (see: "Inserting dates");
   - select a user/users from the list;
   - available option "**Show detailed data for each day**" - when this option is selected, the number of record sheets are shown for each day.

Report preview can be displayed using the toolbar (see: Generating reports 106).

11.2. Disk analysis window

Disk analysis window appears after you have chosen one of three options from the main menu and the toolbar located on the left.

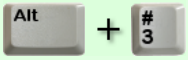
1. "Scan 143" option (shortcut Alt + S)
   Disk images will automatically appear in the screen, immediately after being scanned, each disk in a separate window. Additionally, the program displays a message about the number of disks found.
2. "Open 145" option (shortcut Alt + O)

A normal file choice window will appear. Indicate a file or files containing the disk you want (" **bmp**" format), and then click the "**Open**" button. In one graphic file more than one disk can be included.

3. "List of discs/days from card 166" option (shortcut)
A window with disks recorded in the database will appear. Choose one or more positions from the list recorded in the disks base.

The window consists of four tabs:

- Read preview 1 218 - on this tab you can correct a scanned disk if, due to its being dirty or unreadable, the program has not been precise enough during its automatic analysis. Correction means deleting or adding files and changing the start hour 229.
- Basic data 2 225 - this tab presents all data that the program reads from a disk. Here you can also find fields for a disk identification such as a driver's surname, vehicle's registration number, etc. The fields need to be filled so that disk data in the base are complete.
- Routes 3 225 - this tab is for linking events presented on the "**List of events**" in routes.
- Working time control 4 226 - a tab to summarize current diagrams as for controlling the drive time and breaks during continuous drive, in accordance with the act in force. If a violation has been recognized on a disk, name of the tab will show an exclamation mark. "**Working time control !**".

*The digit on the right mean a shortcut key intended for an easy change of tabs by using the keyboard. This means that, to proceed to the "**Routes**" tab, it is enough to push the keys:*  .

Other options and elements of the "**Disk analysis window**":

11.2.1. Tab – Read preview

This tab contains a disk preview on which files indicating the number of kilometers passed by one driver are marked (red points). You can also set the start hour 229 and correct the disk centre 233, if it has been indicated wrongly (moving the centre will cause re-reading of kilometers.

Odometer

In the fields: "**Initial km**" and "**Final km**" insert the initial and final value of the vehicle's meter (digits typed by the driver on the disk).

Then in the "**Km difference**" field the value will appear, i.e. distance made by the driver. If the calculated value is different from the number of kilometres read from the disk visible in the "**Km total**" field, these fields will be automatically illuminated red.

*Tolerances of differences can be found in menu "Settings -> TachoScan -> Analysis 134"in the field "**Alert about km discrepancy**".*

*Values in fields "**Km-end**", "**Km-start**" of "**Read out preview**" bookmark are interdependent with the fields having the same name in: "Basic data 220" tab.*

The program draws a thin red line intended to check whether a reading of the number of kilometers has been correct. If the red line does not match the black one, drawn by the tachograph, the disk must be scanned once again with different brightness settings or correct the position of files manually:

Add points manually

Keep the button pressed:

(the cursor will become a "**hand**" with the sign "+") and click the place where the file is to be added (Fig. bellow).

If the kilometers chart is well visible and, despite this, the program has not inserted files in some areas, it is recommended to set the disk's centre 233 first.

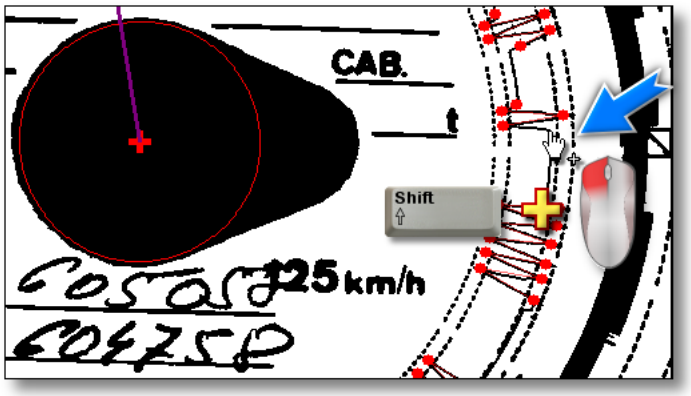


Fig. Adding points manually.

Delete points manually

It is enough to click the unwanted file using the mouse left button (Fig. bellow). To delete all the points, click on the button: **[Delete km points]**.

If the kilometers chart is well visible and, despite this, the program has not inserted files in some areas, it is recommended to set the disk's centre 233 first.

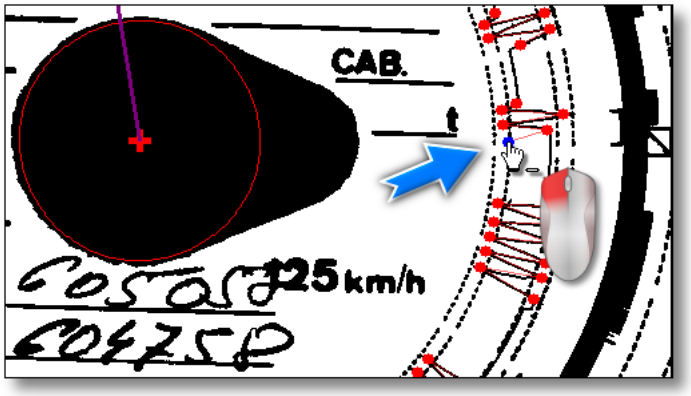


Fig. Deleting points manually.

Zoom the image in and out

Using the buttons and you can enlarge or decrease the disk image so that information inserted there can be easily read from the computer's screen.

If the mouse is equipped with a ball, it will function as buttons mentioned hereinabove.

How to find an overspeeding

If an image size in the Settings 181 is set as "**Entire disk**", the tab makes it possible to estimate whether a driver exceeded the maximum speed limit:

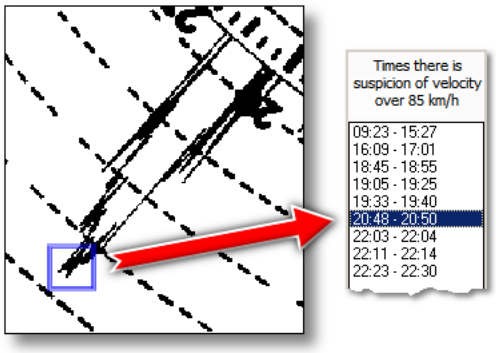


Fig. Suspected exceeding of speed limit.

If the speed chart clearly goes being the line showing 80km.h (and thus it can be suspected that the vehicle has reached forbidden speed limit) this moment will be shown on the list of hours and, as far as the chart is concerned, a blue rectangle will be shown (Fig. above).

11.2.2. Tab - Basic data

This tab contains data concerning the number of passed kilometers, drive hours and stopovers shown on the tachograph's disk as well as average speed limit calculated on the basis of the number of kilometers and drive time. Particular events are recognized by the program and represented on the disc image 228 as colorful fragments of a wheel and are also shown on the list of events 226.

These events can be added, deleted and edited by clicking the mouse right button on an event (events can be chosen both from the disk and list of events) and choosing a suitable option. It is also possible to mark a greater number of events by clicking the mouse left button over the first event and then moving the mouse cursor down to the last event, or by choosing the first event and then keeping the button Shift pressed and clicking the mouse left button on the last event. Particular events from the list will be illuminated blue, both on the list and on the disk image.

The possibility of enlarging a chart by using the button: is quite useful. The button is located under the disk. Using the button we can reduce the chart and the button causes that its size becomes default again.

Add/replacement events - top toolbar

Use the upper toolbar (fig. below) to add or edit events on the record sheet image.

- F2 - press to delete all the work events from the whole record sheet;
- F3 - press to delete all availability events from the whole record sheet;
- quick edit:
  - select the type of event;

Ctrl + ! 1 - driving event, Ctrl + @ 2 - other work event, Ctrl + # 3 -

availability event, Ctrl + $ 4 - rest/break event, Ctrl + % 5 - "no data" event;

- select the type of operation: adding (for adding, you can set the length of the event in the next field) or changing;

Ctrl + A - switching to adding operation, Ctrl + M - switching to event changing operation;

- click with the **LMB** on the image of the disc, where the event is to be added, or on the event that is to be changed;

Disc data

In order for data to be complete, the following fields should be indicated: "**Date**", "**Vehicle**", "**Driver**" and the number of kilometres.

Fields: "**Vehicle**" and "**Driver**" should be filled using the drop-down lists located next to these fields. If the needed values are not present on the lists, use buttons in order to complete the database. If a car was set in the program as a default 135 it will appear in the "**Vehicle**" field, assuming the field was empty.

*In the "**Date**" field one should insert the daye of beginning to use a given disk.*

*If the "**Enable assistants**" option has been checked in program settings then below the "**Disc data**" field the assistant selection field will be displayed (see: "Settings -> Basic 133").*

Button "M"

The button M, located next to the date field is for recording an open disk as a multi-day one. This is useful if, e.g. a driver leaves a car during a stopover (weekend, obligatory stopover) and does not change the disk furing this time. A multi-day disk is inserted only if a stopover was registered on the disk during that time.

*If a driver is approaching a parking lot on a Friday evening and is to continue driving on Monday and does not eject the disk from the tachograph during the entire weekend, then the Friday's disk can be recorded as a multi-day one. Having scanned the disk and set the correct start hour, in the "**Data**" field one should insert the date of beginning, Friday, and after choosing the option "**multi-day**" set Sunday as the end date. When recording into the database for Friday, the program will register the scanned and analyzed disk, and for Saturday and Sunday (until the end date) it will record the disk with an event of a stopover.*

Odometer values

In the fields: "**Initial km**" and "**Final km**" insert the initial and final value of the vehicle's meter (digits typed by the driver on the disk).

Then in the "**Km difference**" field the value will appear, i.e. distance made by the driver. If the calculated value is different from the number of kilometres read from the disk visible in the "**Km total**" field, these fields will be automatically illuminated red.

*Tolerances of differences can be found in menu "Settings -> TachoScan -> Analysis 134"in the field "**Alert about km discrepancy**".*

*Values in fields "**Km-end**", "**Km-start**" of "**Read out preview**" bookmark are interdependent with the fields having the same name in: "Read preview 218" tab.*

Team disk

The field "Team disk 269" should be indicated in the case of disks used by a team of drivers. It must be indicated on every disks belonging to a given team.

Types of disks

These fields apply to registering events by means of different types of tachographs:

- "**Standard**" – applies to most tachographs.
- "**Thin graph**" – used to improve disk analysis on which the event line is thinner than normal (it depends on a tachograph model). If a disk is analyzed wrongly, one can try to indicate this field in order to improve the quality of analysis.
- "**Stepped graph**" – pertain to tachographs on which the line presenting types of driver's activity in drawn on a different level for each type of activity, e.g. is bolded in the case of driving.
- "**Pseudostepped graph**" option – improves analysis of non-standard disks with step chart.
- "**Detailed**" – indicating this option causes that the analysis is characterized by a different reading of kilometres and more precise reading of events so that even very short ones (from 1 minute) can be found and they are not rejected automatically but only in the case of appropriate settings of analysis. This has some drawbacks: sometimes inaccuracies resulting from the scanning process are indicated as events. Kilometres are found for the entire disk and not for particular events. Such reading of kilometres causes some inaccuracies when calculating the number of kilometres for routes. Additionally, the list of events contains a column "Km" and "Km/h", because the number of kilometres and average speed is calculated for the entire disk, not for particular events.

Incorrect choice of the type of a disk results in an incorrect analysis.

Rest marked on the disc reverse

If the program detects the offence of missing data for the length up to or equal to 24 hours, it checks whether the neighbouring discs have this option marked.

If:

- the pervious disc before missing data has the option "**at the end**" marked;

and/or

- the next disc adjacent to the missing data has the option "**at the beginning**" marked;

the offence of "**No data**" is not shown.

Faults - violations related to the use of disc

After clicking on the button: **[Faults]** a panel including offences related to the use of the disc will be displayed.

If the driver committed an offence listed in the panel, check it and it will be displayed in the list of offences during generation of the report: "Driver offences 199", "Driver driving time weekly control 197" lub "Drivers' offences in general 204".

Dropdown menu

Clicking the mouse right button in any place on the disk scan or on the list of events, a drop-down menu will appear (Fig. bellow).

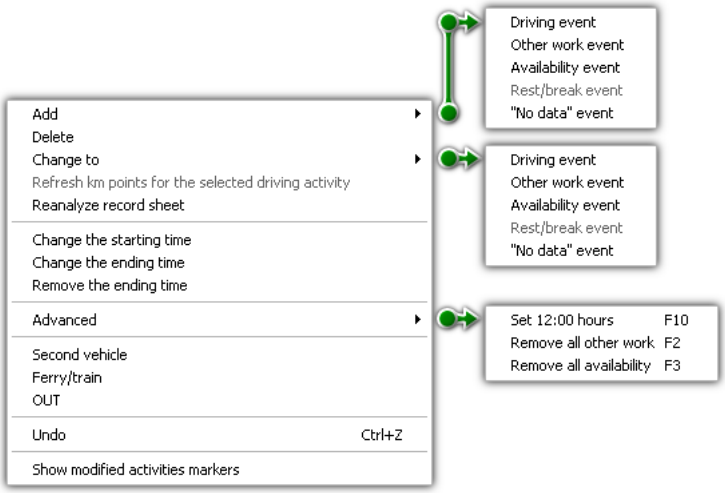


Fig. Drop-down menu.

Drop-down menu – options:

- **Add** – choosing this option from the list of events cause that a new event is added in the middle of currently marked event, and choosing this option from the disk menu causes that the event is added in the place where the disk is clicked;

*Event: "**No data**" - events marked as such will be detected in the adding leave 171 window (when you select the [Find periods w/o records] button) as periods for which an attestation of no driving must be issued.*

- **Delete** – deletes currently marked event;
- **Change to** – changes currently marked event into a different one;
- **Refresh points for the selected driving activity** – when chose for the first time it causes that files belonging to a given event are read again, for the second time sums up the number of kilometers from all events in the "**Sum of km**" field in the "**Summary**";
- **Reanalyze record sheet** - repeated automatic analysis of the record sheet by the program;

When you select this command, all changes and routes input manually will be deleted.

- **Change the time of starting** (see: Change of the start hour 229);
- **Advanced** – after choosing this command the drop-down menu will have additional options:
  - **Set 12 o'clock** (see: Change of 12 hour 231);
  - **Remove all work** – deletes work events from the entire disk;
  - **Delete all duty** - deletes duty hours from the entire disk;
- **Second vehicle** – this option is for dividing events from one disk into several ones and thus can be used in the case when a disk recorded a drive with more than one vehicle. After choosing this option all events, from the indicated as first to the last one, are moved to a new disk, which will automatically be given the same date and driver;
- **Ferry/train** – this option is used to mark events pertaining to driving up to a ferry or a train. It is recommended to indicate only these drive events that actually interrupt a driver's daily rest time, yet not more than twice – with other activities that last no more than one hour, in accordance with art. 9, clause 1 of the Regulation (EC) No 561;
- **OUT** - changes the status of the currently selected event into OUT; the OUT-type activities are treated as "**Other work**" (see: Regulation (EC) no. 561/2006);
- Show modified activities markers - displays the pencil symbols for the events that have

been added or changed;

Violet line - time of starting

The violet line on the scanned disk image means the time when a driver inserted a disk into the tachograph. The program sets it into a default value (see: Default settings 181), i.e. 6:00.

Special attention must be paid to disks on which the moment of inserting charts takes place about midnight.
One must always set the correct start hour! (see: Change of the start hour 229)
*If the time suggested by the program is not changed, then, when attempting to record, a reminding message will appear: "**Start hour has not been changed**".*

Other options

1. It is possible for each disc to check the following "**fixed, choosable**" status (unreadable disc, broken tachograph etc.) and/or select from "**Status**" list the following ones: AETR, needs correction, needs explanation, no activities, no recordings, offences, OUT, support, unreadable.

Next to the status field there's an icon: , that may be made use of to add new disc status to the vocabulary.
It is possible to filter discs on "list of discs/days from card 166" according to the above statuses.

2. Using the button: Print you can print activities 227.
3. - opens a "**weekly chart**" window (see: "Weekly chart 176").
4. - opens a "**monthly chart**" window (see: "Monthly chart 180").
5. In order for the data to be recorded in the database they should be saved by clicking the button Save in the tab's left-hand corner.
6. The program makes it possible to connect a disk with any given document, which may be scanned or opened from a file. For this to happen, click LMB on icon: - the program will open document adding window.
7. Disks can be saved with a status: "**unlocked**" or "**locked**":
   - - If a disk is saved with the "**unlocked**" status, every user having privileges to use the TachoScan module will be able to edit or delete such data.
   - - If however the disk is saved with the "**locked**" status, then ONLY users who have been granted privileges listed below: "**to edit locked disks in the TachoScan module**" (see: "Admin settings -> Users 94") will be able to edit or delete them. Other users will be able to open such disks in order to view them (to read).

*By default disks are saved with the status: "**unlocked**" .*
If data are missing or are incorrect, a suitable message will be displayed.

11.2.2.1. Keyborad shortcuts

Keyboard shortcuts are special key combinations triggering program functions attributed to them. If not indicated, they can be used at any time when working with the program.

(the symbol + means that first you need to press and hold the first button then press the second one and, at the same time, release both)

Shortcuts active **ONLY** in the disk analysis window in the "Basic data 220":

F2	deletes work events from the entire disk
F3	deletes time availability events from the entire disk
F10	opens the window for setting 12:00 hour on the disk (see: "Change of 12:00 hour 231")

Keyboard shortcuts can be found HERE 273.

11.2.3. Tab - Routes

This tab is intended to add and delete routes.

Routes can be added in two ways:

- If the entire disk constitutes a recording from one route, it is enough to press the button One route (Fig. bellow) under the list of routes (in the tab's bottom right-hand corner), and then all events from the disk will be attributed to one route.

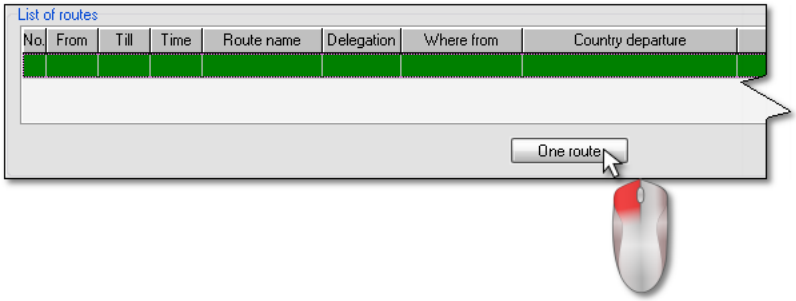


Fig. Adding one route for the entire disk.

- If a disk contains several routes, then one needs to create each route separately (Fig. bellow). First you need to indicate particular events concerning the first route. This can be done in two ways: either press and hold the mouse left button on the first event and then move the mouse cursor down to the last event (item 1), or choose the first event and then hold the button Shift i and click the mouse left button on the last event pertaining to this route. Then in the area of "**List of events**" click the right button (item 2) and, from the drop-down menu, choose: "**Add a route**" (item 3).

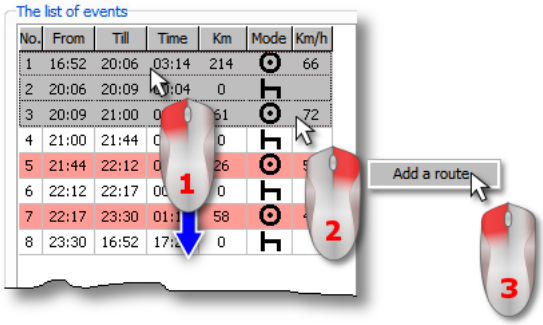


Fig. Adding a route consisting of several events.

*If the message appears "**Range of routes cannot overlap**", it means that someone attempted to create a new route containing an event that had already been attributed to a different route.*

Routes are deleted by clicking the mouse right button on a given route and choosing the option **"Delete the route"** from the drop-down menu.

11.2.4. Tab – working time control

The field "**Detailed notes concerning working time control**" looks similar as the "List of events 226", but contains information about correctness of a given event, too. If a position is marked red, it means that rules and regulations included in acts were violated. Then in the column "**Remarks**" a suitable comment to this event will be displayed.

The field "**General remarks on controlling the time of working**" displays offences connected with continuous driving detected by the program.

*According to the description shown in the window "**General remarks on controlling the time of working**" offences (if any) will be displayed after the report: "Driver's offences 199"" is generated. The next prerequisite is that a selected day must be within the period of driver's offences report analysis.*

If there are offences on the card the relevant clauses of Council Regulation No. 3820/85/EEC will be displayed beneath, and for cards recorded after 11th April 2007 the relevant clauses of Regulation No. 561 (EC). The information appears on the disc printout as well.

The field "**Annotation**" makes it possible to record remarks concerning a given chart. These will be stored in the base along with other data about the analyzed disk and will be typed in this window when attempting to open the disk in the future. The content of that field will also be shown in the disk printout (see: "Printing results of analysis 227").

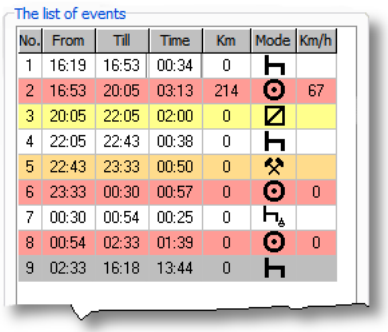
You may add an annotation text to the vocabulary by pressing the button . You may pick it up from there for any other disc or a day from the driver's card.

Full disk control is not performed on this tab (continuous drive time and break during that time). Full image of compliance with the act is shown on the control reports.

*If a violation has been recognized on a disk, the name of the tab will contain an exclamation mark: "**Working time control !**".*

11.2.5. List of events

The list contains a sequence of events, from the first registered by a disk to the last one; colors of the disk are kept unchanged. Consecutive lines are arranged as per the time they occurred.


The list of events

No.	From	Till	Time	Km	Mode	Km/h
1	16:19	16:53	00:34	0		
2	16:53	20:05	03:13	214		67
3	20:05	22:05	02:00	0		
4	22:05	22:43	00:38	0		
5	22:43	23:33	00:50	0		
6	23:33	00:30	00:57	0		0
7	00:30	00:54	00:25	0		
8	00:54	02:33	01:39	0		0
9	02:33	16:18	13:44	0		

Fig. List of events.

After clicking a given event from the list a fragment of the wheel on the disk pertaining to it will change color into blue thus showing the position of such event on the list.

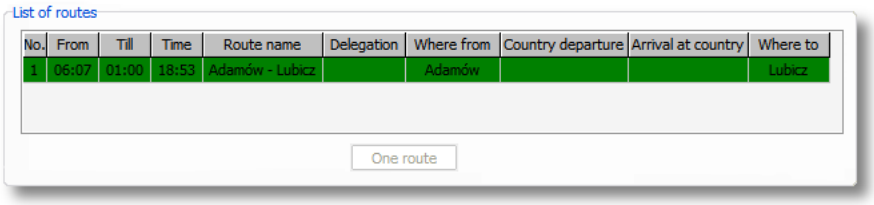
Meaning of symbols: - rest, - drive, - duty, - work.

*Symbol containing the designation: is an event marked as "**ferry/train**" (see: Tab - Basic data 220). Example:*

After clicking the list with the mouse right button menu 220,will be displayed – it is for data managing.

11.2.6. List of routes

"**List of routes**" contains routes numbered as a sequence, into which events have been grouped. Consecutive lines are arranged as per the time the routes began.


List of routes

No.	From	Till	Time	Route name	Delegation	Where from	Country departure	Arrival at country	Where to
1	06:07	01:00	18:53	Adamów - Lubicz		Adamów			Lubicz

One route

Fig. List of routes.

After clicking a route with the mouse left button, events of which the route consists will be marked green on the disk's image. In order to mark more than one route at once, do one of the following:

- either press and hold the mouse left button on the first route and then move the mouse cursor down to the last route,
- choose the first route and then, keeping the key Shift pressed, click the mouse left button on the last route.

All events and routes belonging to so generated sum will be illuminated. This applies to the disk image, list of events and list of routes.

After clicking the right button a drop-down menu will appear – it allows to delete a given route.

11.2.7. Printing activities

The button is used to display tacho disk printout preview with the following marked:

- a pie chart together with a legend
- the list of events,

- the list of offences - provided that offences occurred and the "Driver's offences[199]" report was generated before,
- annotations.

11.2.8. Image of a scanned disk

This element contains an image of a scanned disk, with ancillary designation marked on it. These are:

Clock

24-hours clock located in the top left-hand corner (item 1 - Fig. bellow). It shows the time displayed by the mouse cursor on a disk (item 2).

The clock is useful when changing the start and end time of events.

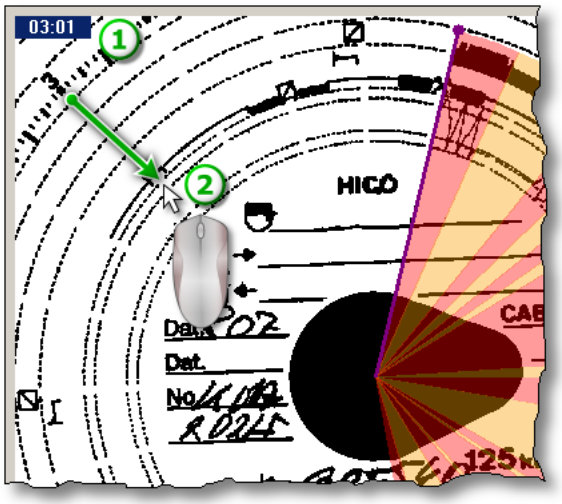


Fig. 24-hours clock.

Recognized events

Are inserted in the form of a wheel fragments in a suitable color (Fig. bellow), they pertain to the entire time of an event lasting. The events are a graphic image of the "List of events[226]".

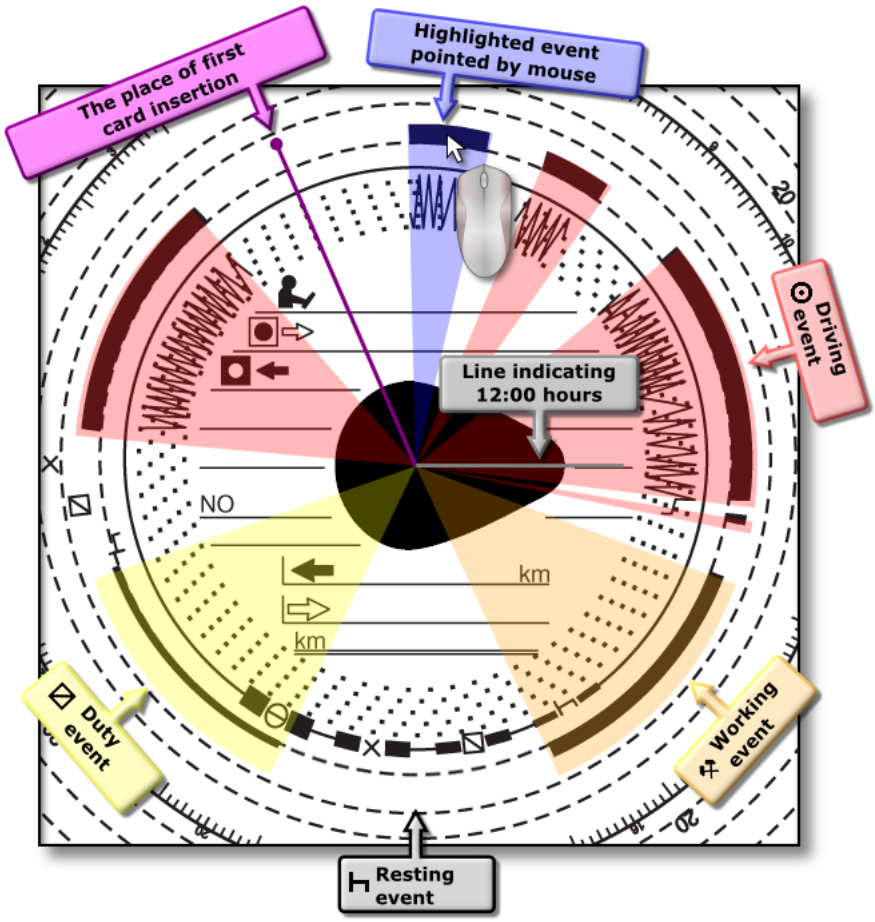


Fig. Meaning of events.

The time of event's lasting can be changed by using the mouse. First you need to place the cursor over the edge of a fragment representing the event so that the cursor's arrow is changed into ⇹. Then push and hold the mouse left button and then move the said edge into a new position, controlling the move with a clock located in the top left-hand corner of the image.

In the same way the start hour 229 can be changed – shown (Fig. above) as "**The place of first insert of a disk into a tachograph**".

The line indicating 12:00 – it shows the hour that the program has set on the disk. If the line is not in the middle of the "**tear**" (Fig. above) it means the program has set it incorrectly or it has been moved by a user (see: Change of 12 hour 231)

Routes

Routes on the disk image are marked by means of frames around events. These are, alternatively, green and orange, in compliance with the"List of routes 227".

By clicking the mouse right button menu 220, will appear – it is for disk and events management.

11.2.9. Change of the start hour

Start hour means the moment when a driver has inserted a disk into the tachograph for the first time. It is marked with a violet line running from the disk centre. It can be changed in each of the three tabs containing an image of the scanned disk ("Reading preview 218", "Basic data 220", " Routes 225"). This can be done in the following way:

Using the menu option "Change the start hour"

Since after changing the start hour by using the menu the program analyzes the disk again (routes that have been set are deleted), the operation should be done at the very beginning.

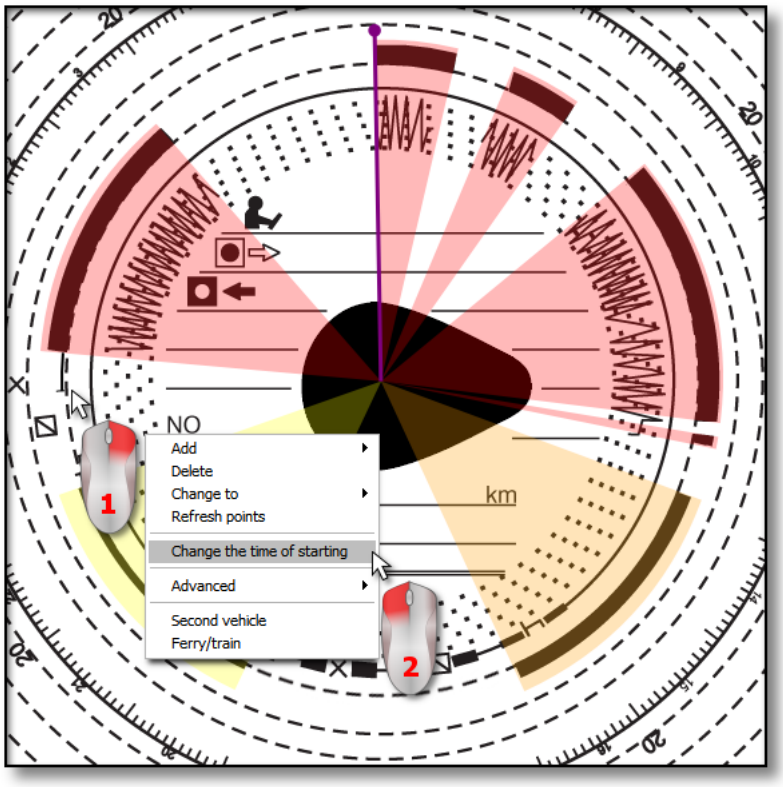


Fig. Change of the start hour.

Place the mouse cursor in the place of the first insert of a chart into the tachograph (item 1 - Fig. above).

The clock located in the top left-hand corner will display the hour over which the cursor is placed in a given moment.

Then click the mouse right button in the same place. A menu will be displayed – choose the "**Change the start hour**" option from it (item 2 - Fig. above).

The violet line (start hour) will be moved to the place where the disk was clicked (Fig. bellow).

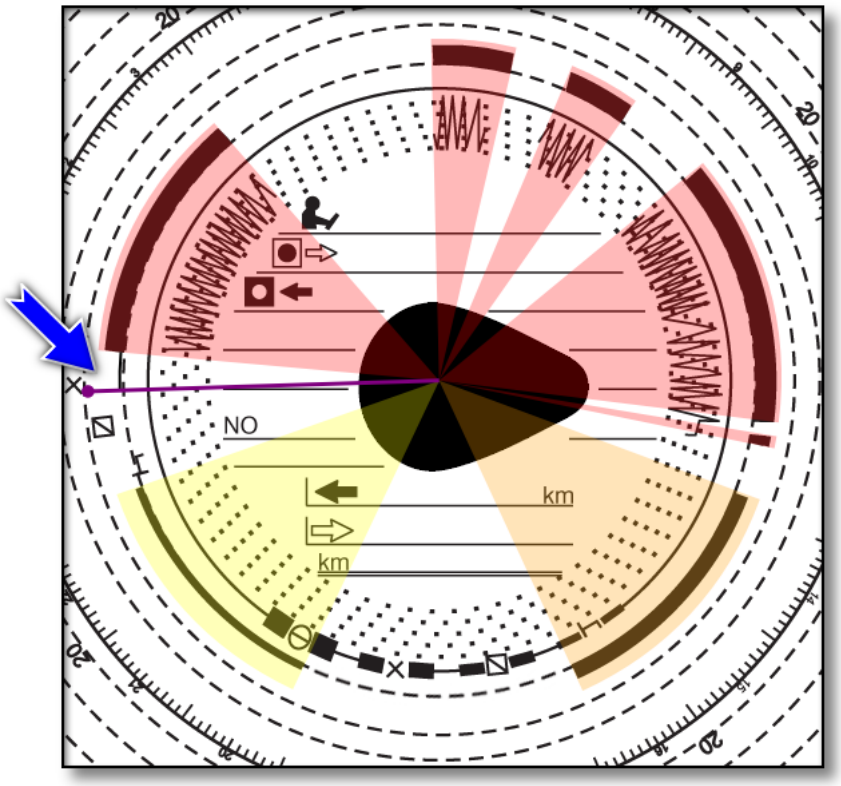


Fig.Start hour changed.

If the clicking was done on a drive event the start will be moved to the beginning of such event.

Moving it manually to a different position

First you need to place the cursor over the violet line representing the start hour so that the cursor's arrow is changed into this sign: . Then push and hold the mouse left button and then move the said line into a new position, controlling the move with a clock located in the top left-hand corner of the image.

This option does not work in the tab: "Read preview 218".

11.2.10. Change of 12 hour

This option is meant for time calibration on a chart in the case when it has not been read correctly by the program. Drawing No 1 shows an example of incorrectly set "**12 hour**". The grey line ocation should be the same as 12 hour on the disk, i.e. in the centre of the 'tear' (see: Fig. bellow).

Change of 12:00 hour can be done on both tabs containing an image of the scanned disk with recognized events marked on it, i.e. "Basic data 220" and "Routes 225".

In order to change the 12:00 hour first you need to click the disk image with the right button (item 1 - Fig. bellow). A menu will be displayed – choose the "**Advanced**" option from it (item 2), and then "**Set the 12:00 hour**" (item 3).

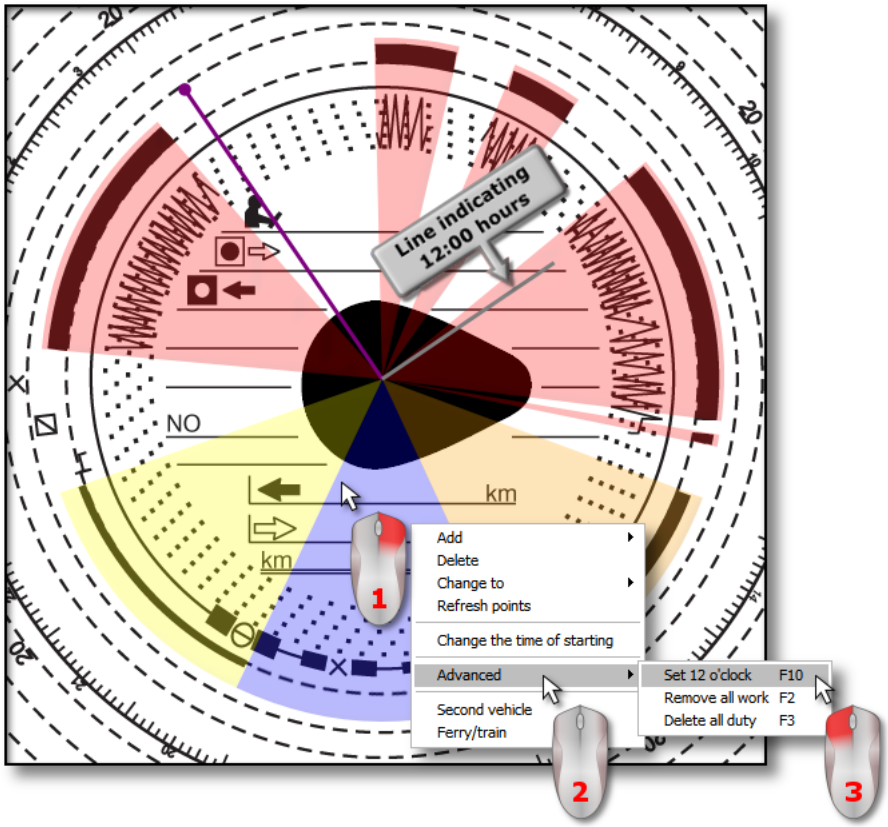


Fig. Drop-down menu: "Set the 12 hour".

Colorfully marked events will disappear from the disk's image and a red circle meaning location of the 12 hour on the disk will appear, plus a window showing the deviation angle of the 12 hour and ancillary lines showing hours on the disk.

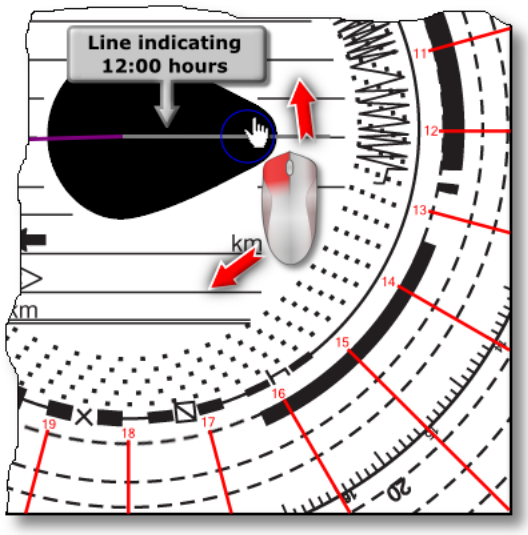


Fig. Calibration with a circle.

In order to change location of the 12 hour, click and hold the mouse left button on the circle symbolizing it (Fig. above), then, moving the mouse cursor, place the circle in a new position.

When being moved, the clock in the top left-hand corner will be replaced with the number of degrees showing how big the deviation from the beginning of the disk is (it means: from the hour 00:00 on the disk).

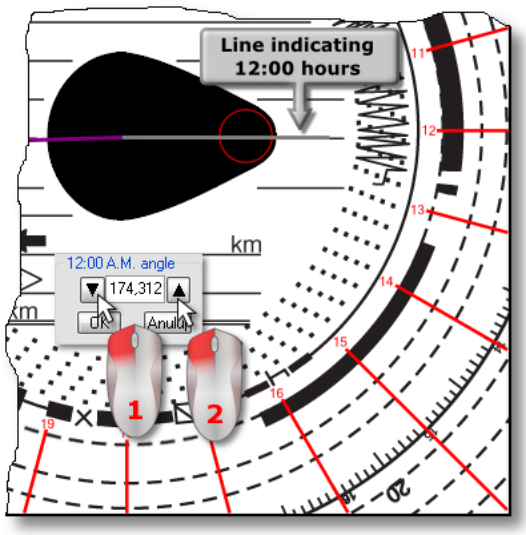


Fig. Precise calibration.

Precise setting can be obtained by clicking the window "**12:00 A.M. angle**" one of the two black triangles (item 1 or item 2 - Fig. above).

Correct setting of the 12:00 hour (always in the thinner end of the 'tear') can be achieved when the ancillary lines overlap hours on the disk.

11.2.11. Change of the disk's centre

Options for changing the disk's centre are useful mainly in two situations:

- the program could not place it correctly since the disk's "**tear**" is damaged,
- too many or too few points were marked (Fig. bellow) on the kilometers chart as it was not drawn precisely by the tachograph.

In order to move the disk's centre, place the mouse cursor over the red plus and then press and hold the mouse left button (Fig. bellow). Until it is released, the red circle representing the disk's centre will be moving along with the cursor

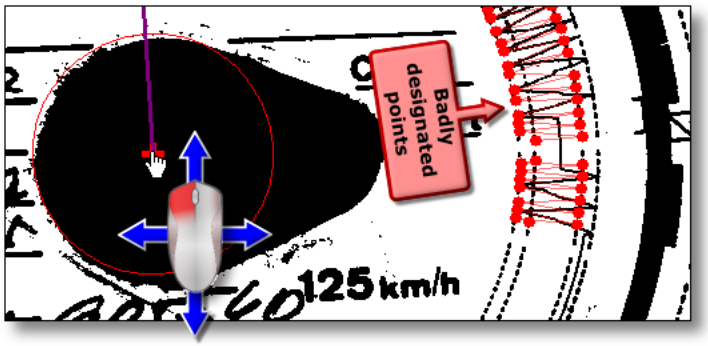


Fig. Moving the disk's centre.

After placing the circle in its correct position, release the mouse button (Fig. bellow).

If any routes were set, confirm their deletion.

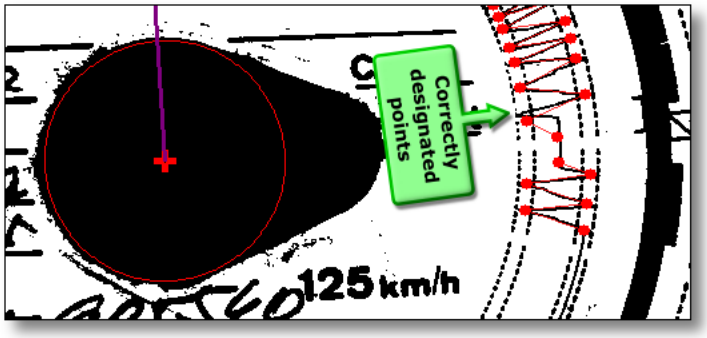


Fig. Disk's centre positioned correctly.

11.3. Driver's card analysis window

Elements of the "**driver's card analysis window**":

11.3.1. Preview and data edition

The upper part of digital disks' edition window contains the following elements:

- driver,
- date,
- vehicle,
- initial and final indication of the kilometers meter.

If on a given day a driver drove more than one vehicle, one can move between activities related to a given car thus choosing a suitable vehicle's registration number in the field "**Vehicle**".

In the case of having to change a car for a day from a digital card, press the icon: located next to the field "**Vehicle**". In turn, to change the driver for a day from digital card you need to press the icon: located next to the "**Driver**" field (see: "Daily visualization 234").

*Change of a date in the field "**Day**" causes a jump to the card of a given driver from a given day, if only it is in the base. Otherwise, instead of a chart of activities, the message "**No data**" will appear.*

*Choosing a different surname in the field "**Driver**" causes that data edition for the previous driver is closed and one can proceed to editing data from the card of this driver.*

*If the "**Enable assistants**" option has been checked in program settings then below the basic data field the assistant selection field will be displayed (see: "Settings -> Basic 133").*

Other options and elements of the "**Preview and data edition**":

11.3.1.1. Daily visualization

Driver's daily chart can be edited and offers the following options:

Daily activity chart

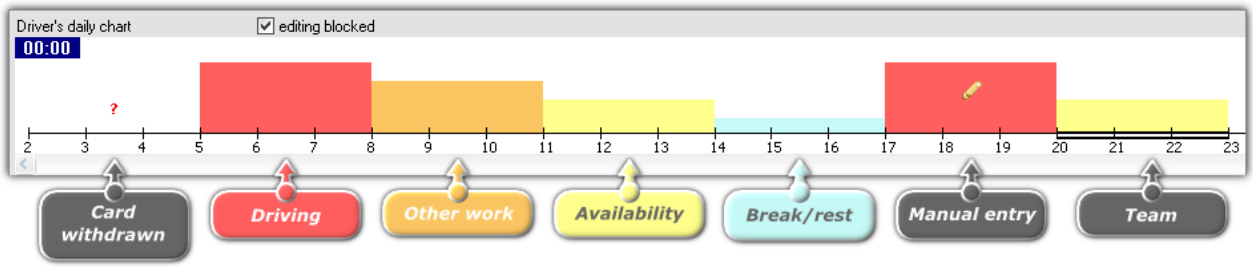
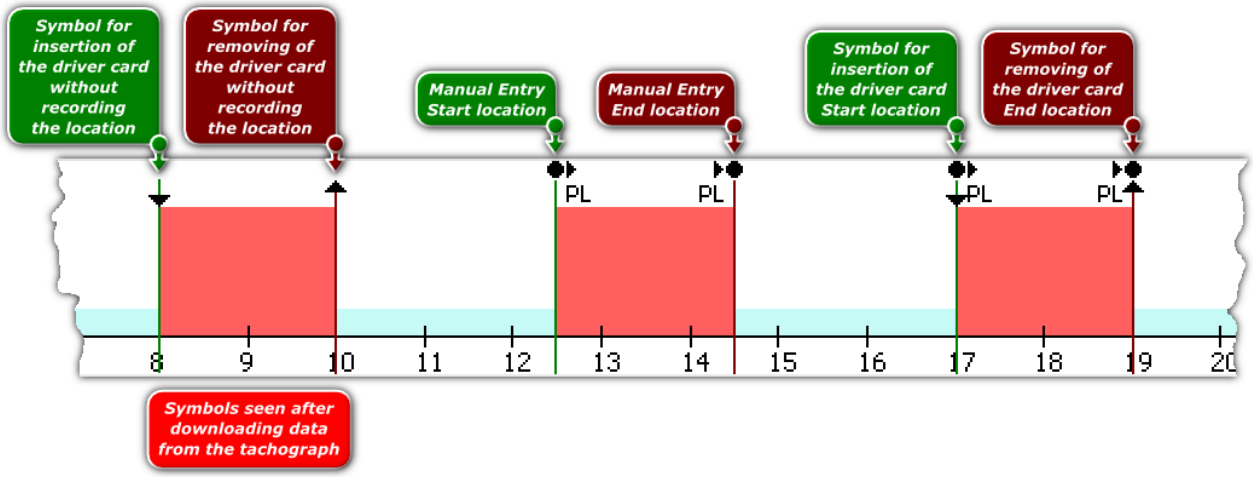


Fig. Graphic view of a day from a driver's card.

If data have been retrieved from the digital tachograph for a chosen driver's card day, than the daily chart will show the markings of inserting and removing the driver card (Fig. bellow).


Symbol for insertion of the driver card without recording the location
Symbol for removing of the driver card without recording the location
Manual Entry Start location
Manual Entry End location
Symbol for insertion of the driver card Start location
Symbol for removing of the driver card End location
PL
Symbols seen after downloading data from the tachograph

Manual entry of a change of location without removing/inserting the driver card is not properly recorded by some tachographs.

In such a case it may happen that the chart can show a few card removals in a row, with the change of location, and similarly a few insertions in a row with the change of location of the card.

Editing a driver and a vehicle.

Editing a driver

In the daily visualization window, you can assign a given day taken from the driver's card to any driver. To do this:

- click LMB on the icon (Fig. bellow) next to the driver selection field;

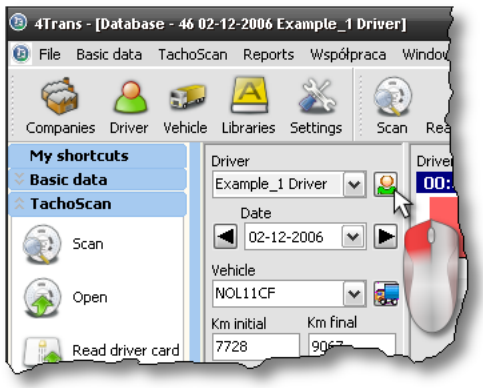


Fig. Driver change.

- in the new window, in the field "**Driver change**" (item 1 - Fig. bellow) select a desired

driver (item 2);

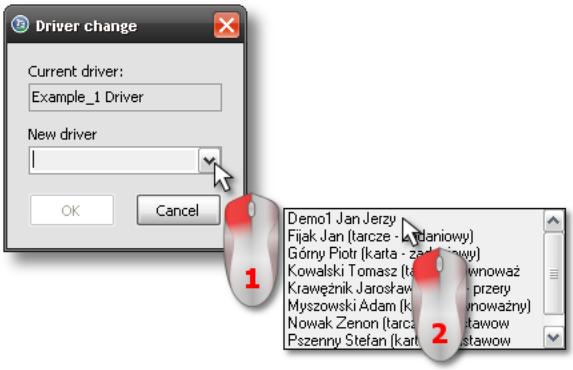


Fig. Driver selection.

- click LMB on OK.

Editing a vehicle

In the daily visualization window, you can assign a given day taken from the driver's card to any vehicle. To do this:

- click LMB on the icon (Fig. bellow) next to the vehicle selection field;

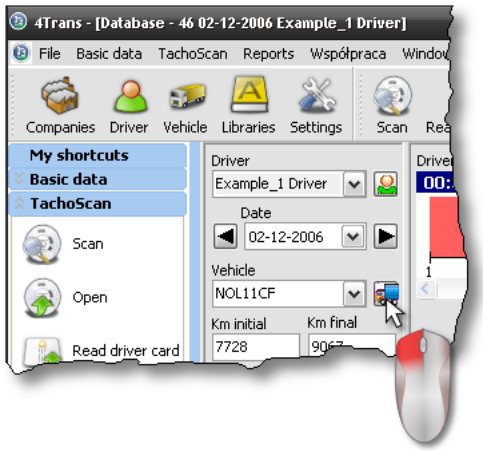


Fig. Vehicle change.

- in the new window, in the field "**Vehicle change**" (item 1 - Fig. bellow) select a desired vehicle (item 2);

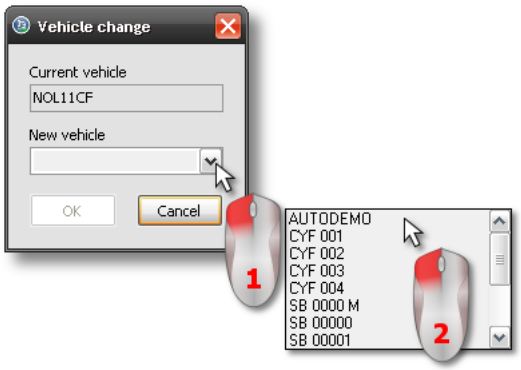


Fig. Vehicle selection.

- click LMB on OK.

*If the "**Enable assistants**" option has been checked in program settings then below the basic data field the assistant selection field will be displayed (see: "Settings -> basic 133").*

To change or add an assistant make a selection from a list, as it is the case for analogue disc.

Marking

Marking an area by placing two brown vertical lines on the chart (Fig. bellow). In Tab No 1 244 in the window "Marking" we can read the sum of events from the marked area. The lines are marked by a single clicking with the mouse left button (item 1 and item 2) on a chosen point.

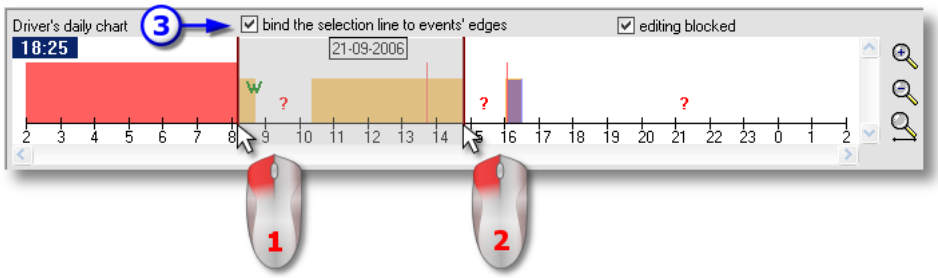


Fig. Marking the area.

Marking can be removed by clicking the chart with the mouse right button and choosing the option: "**Remove marking**" or "**Remove all markings**" (item 1 - Fig. bellow),

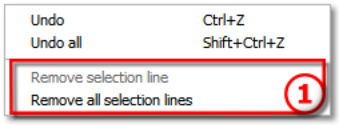


Fig. Removing markings.

Additionally, above the chart, there is the option: "**move marking to the edge of events**" (item 3 - Fig. above) - – in the case of moving the line near the beginning or end of an event, it allows to its automatic setting at the beginning or end of such event.

Editing events

The system enables adding, shifting the boundaries of and deleting events downloaded from the driver's card. This option is blocked by default. To unblock it, you must unmark the option " **Editing blocked**" (item 1 - Fig. bellow).

*If the "**Select a vehicle so that you can edit data**" prompt appears instead of the "**Editing blocked**" field, it means that the driver - for the day under consideration – has records from at least two vehicles. In such a case the window will be modified as follows:*

- the mileage counter status showing kilometres on start and return is hidden,
- the "Change vehicle" button is blocked,
- records for all vehicles will be visible in the list of activities, in the summary, and in windows showing locations, events, failures and annotations (if a particular vehicle is chosen, then, only records for the vehicle will be visible in the above mentioned windows).

*To unblock the elements listed above, select the specific vehicle registration number in the "**Vehicle**" field.*

Editing an event

After placing the cursor on the boundary between two activities, the cursor will change its look to the following: " ←|→ " (Fig. bellow), click the left mouse button and holding it down shift freely the event and then drop it (item 2),

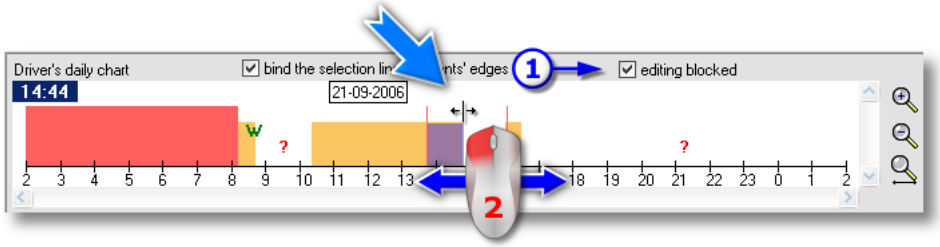


Fig. Shifting events.

To change an event type, click the right mouse button on the edited event (item 1 - Fig. bellow), next use the option: "**Change to**" from drop-down menu (item 2) and select a desired event type (item 3).

*If a driver fails to change the records "**Card Withdrawn**" in the tachograph, the following options will be useful in completing such events:*
*- "**?**" less than 5 minutes for a stop,*
*- All "**?**" has a stop.*

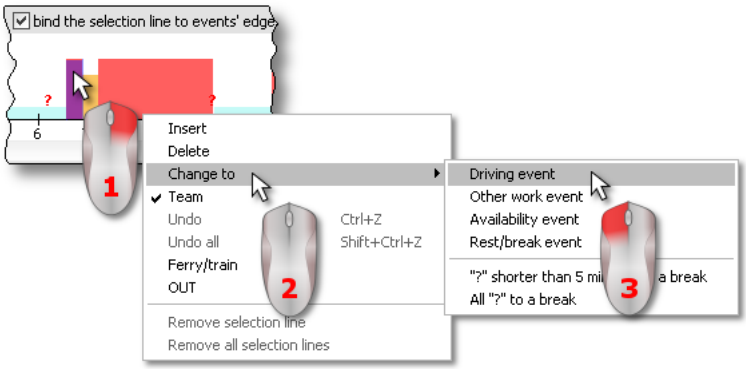


Fig. Change of an event type.

Adding an event

From drop-down menu (see: the topic below), select the command: "**Insert**". Choose the type of an event, the hour of start and end in the new window (Fig. bellow).

*Checking the option: "**add at stopovers and card withdrawn only**" will considerably facilitate filling in the working day by the driver, since added events do not change the recording of the events related to driving, work and duty hours, therefore any range of hours can be set covering the events mentioned for the purpose of e.g. input of a work event.*

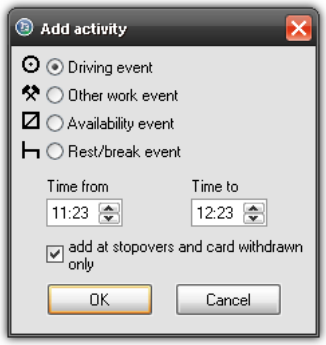


Fig. Event adding window.

Deleting events

To delete a given event, click the right mouse button on it, and then choose the command: "**Delete**" from drop-down menu.

The place of a deleted event is filled up by an event that follows it.

The possibility to zooming in the chart using the button: *to the right of the chart is helpful in chart editing (Fig.1). Whereas, using the button* *we can zoom out the chart, and the button* *restores the chart default size.*

*If we have a digital tachograph reading (the same vehicle) for the edited day, then it is possible to copy data 242 from the tachograph to the location of the event card withdrawn 243 (mark " **?** ").*

Dropdown menu

The view of drop-down menu, activated by clicking it with the mouse right button:

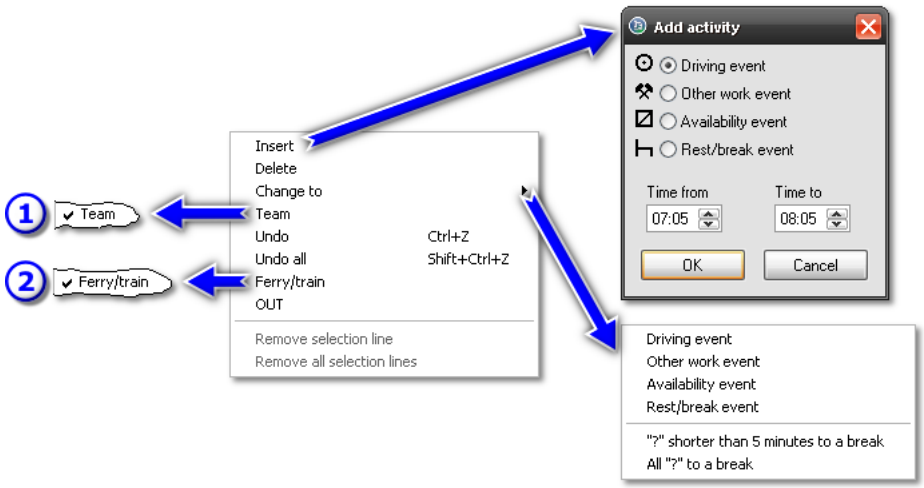


Fig. Drop-down menu.

- **Insert** – choosing this option from the menu causes that a new window will open in which you can choose the type of event to be inserted (edition unblocked). In the bottom part of the window one should specify the start and end hour of the event being inserted.
  The event will be saved on the chart under the symbol CW 243;
- **Delete** – deletes currently marked event (edition unblocked);
- **Change into** – changes currently marked event into a different one (edition unblocked);
- **Team** – this option is for marking events as team ones in the case when the second driver, for some reasons, .did not insert his card into the tachograph (edition unblocked). If a given event has already been marked as a team one, a suitable symbol will appear next to the command "**Team**" (item 1 - Fig. above);

If driver's cards are inserted into both slots of the tachograph, then all events, regardless of their type, are saved as team ones. When one of the cards is removed, team recording is stopped.

- **Undo** – undoing one change. when this option is clicked several times, a number of last made changes will be undone;
  shortcut:
- **Undo all** – undoing all implemented changes,

shortcut:

- **Ferry/train** – this option is used to mark events pertaining to driving up to a ferry or a train in the case when a driver did not activate it on the tachograph (edition unblocked). If a given event has already been marked as a drive-up to a ferry / train, a suitable symbol will appear next to the command "**Ferry / train**" (item 2 - Fig. above);

The driver can activate the tachograph so that a given drive-related event is saved as a drive-up to a ferry / train.
It is recommended to indicate only these drive events that actually interrupt a driver's daily rest time, yet not more than twice – with other activities that last no more than one hour (art. 9 clause 1 of the Regulation (WE) No 561).

- **OUT** -when driving a vehicle equipped with a digital tachograph the driver can save events on the OUT card – the events do not undergo analysis as far as the Regulation (WE) No 561/2006 is concerned. This option is significant when controlling the driver's driving time. In the daily visualization window the events are marked with the symbol: "**O**";
- **Remove marking** – removes the vertical line area marking 237;
- **Remove all markings** – removes all markings 237.

Continuous driving offences

This field displays offences connected with continuous driving detected by the program.

*According to the description shown in the window "**Continuous driving offences**" offences (if any) will be displayed after the report: "Driver's offences 199"" is generated. The next prerequisite is that a selected day must be within the period of driver's offences report analysis.*
If during a day the driver drove more than two vehicles, the continuous and daily driving offences will be always analyzed for all activities downloaded for that day, regardless of the selected vehicle.

Status of a day from driver's card

It is possible for each day from the card to check the following "**fixed, choosable**" status (incorrect operating of the mode switch, Lack of required activities data) and/or select from "**Status**" list the following ones: AETR, needs correction, needs explanation, no activities, no recordings, offences, OUT, service, unreadable.

Next to the status field there's an icon: , that may be made use of to add new day status from the card to the vocabulary.
It is possible to filter days from card on "List of discs/days from card 166" according to the above statuses.

Saving day from driver's card

In order for the changed data to be recorded in the database they should be saved by clicking the button Save in the tab's right-hand corner.

Days from card can be saved with a status: "**unlocked**" or "**locked**":

- - If a days from card is saved with the "**unlocked**" status, every user having privileges to use the TachoScan module will be able to edit or delete such data.
- - If however the days from card is saved with the "**locked**" status, then ONLY users who have been granted privileges listed below: "**to edit locked disks in the TachoScan module**" (see: "Admin settings -> Users 94") will be able to edit or delete

them. Other users will be able to open such days in order to view them (to read).

*By default days from card are saved with the status: "**unlocked**" .*
If data are missing or are incorrect, a suitable message will be displayed.

Other buttons within the window

In the lower part of the window the following buttons are present:

Certificates - see: "Certifikates 248";

- see: "Attaching files/documents";

- see: "Weekly chart";

- see: "Monthly chart 180";

Print activities - see: "Print activities 250";

Print pictograms - see: "Print piktograms 251".

11.3.1.2. Team visualization

If during the day being edited team events occur and the program detects data from the second driver's card, the option of previewing activities of the latter driver becomes activated – button: .

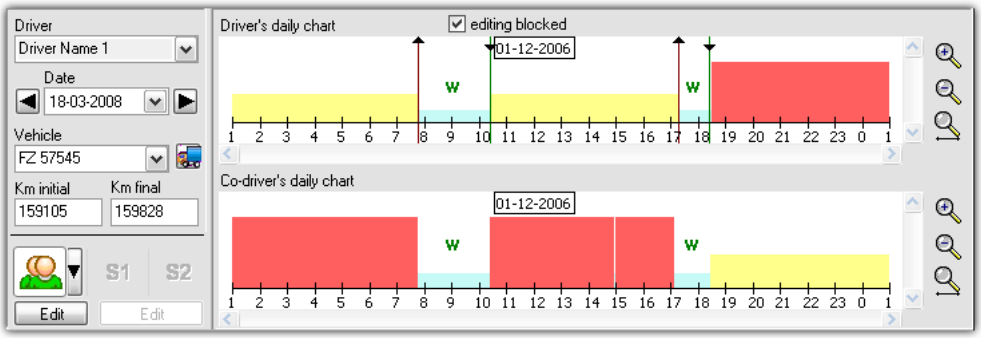


Fig. Driver's graphic preview in a team.

If pressed, an analog yet non-editable chart will appear (Fig. above) for the second driver in the team.

If there is a need to edit the second driver's day, press Edit (Fig. above). The program will open the day in a new window to be edited 234.

Win the situation when preview of the second driver's chart is cut, this can be broadened 269.

11.3.1.3. Visualization with a tachograph

If for a given day and vehicle the program detects data from a digital tachograph, activities preview options read from both slots of the tachograph from this vehicle will be activated – buttons S1 and S2.

In the situation when the chart preview is cut, this can be broadened 269.

Pressing one of them causes that a non-editable activity chart will appear (Fig. bellow). The option of proceeding to edit a given day from a digital tachograph will also be activated – button Edit (item 1).

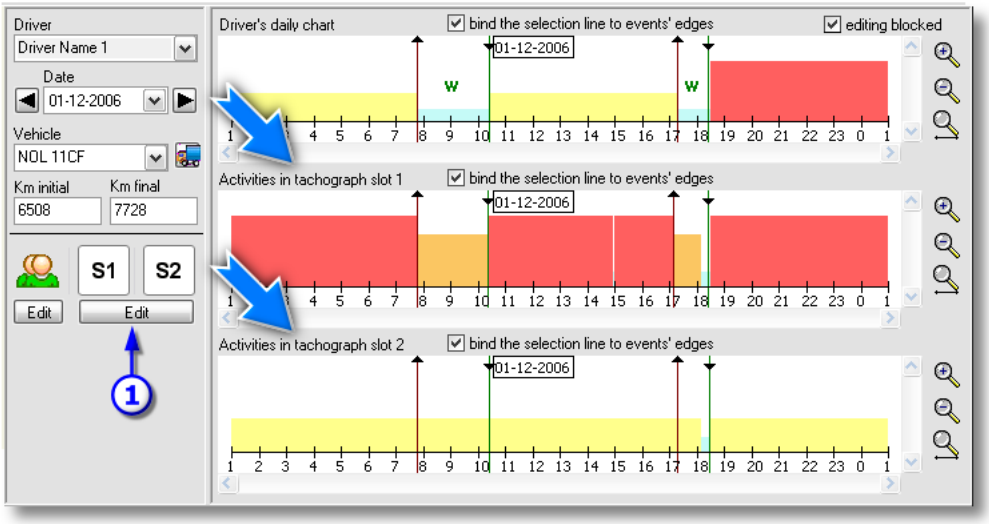


Fig. Graphic preview from a driver's card along with a day from a digital tachograph.

Markings of inserting and removing a card

Apart from the activity chart for days taken from the tachograph symbols of inserting and removing a driver's card are also visible (Fig. bellow). When indicating the place of inserting and removing a driver's card by using the mouse in tab 1 244 in the window 'Marking' one can read e. g. kilometers and a card's insertion/removal time.

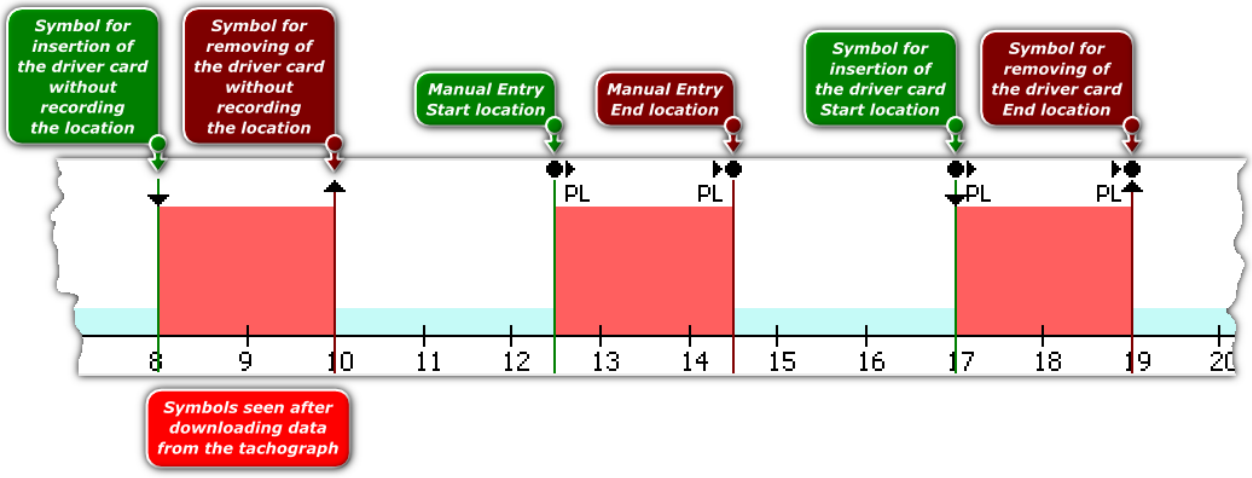


Fig. Markings of inserting and removing a card.

Copying events from tachograph

Copying events from the graphic preview window of a digital tachograph to the driver's daily chart is possible when edition is unblocked and only in the place of events card removed 243 marked with a question mark: " **?** " and "**rest/break event**" (Fig. bellow).

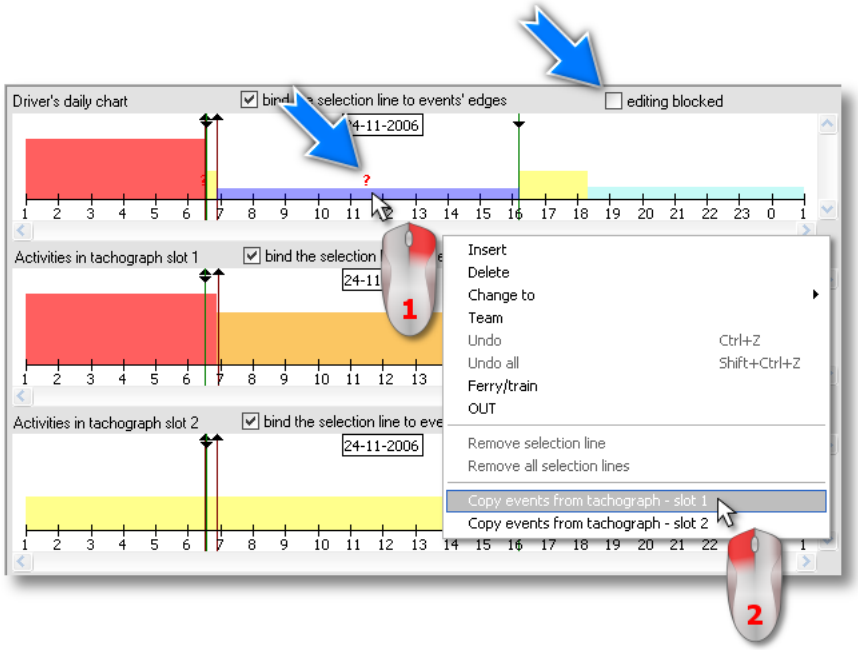


Fig. Copying events from tachograph.

In order to copy an event from a tachograph, click the mouse right button on the given event " **?** " or "**rest/break event**" (item 1. - Fig. above) in the driver's daily chart and choose the option "**Copy from the tachograph - slot 1**" (item 2).

It is also possible to copy events from slot No 2

In order for this option to become visible, press the button: S2 .

11.3.2. Tab No 1

In the first window, tab No 1 contains a list of windows that can be activated and deactivated. The tab consists of four windows:

List of activities

It contains a sequence of events, from the first registered by the card on a given day to the last one; colors of the tacho disk are kept unchanged. Consecutive lines are arranged as per the time they occurred.

List of activities

No.	From	Till	Time	Mode	Team	Slot	Reg. no	Km
1	01:00	11:34	10:34		No	1	NOL11CF	0
2	11:34	11:35	00:01	?	CW	1	NOL11CF	0
3	11:35	19:04	07:29		No	1	NOL11CF	0
4	19:04	19:25	00:21		ME	1	NOL11CF	0
5	19:25	19:39	00:14		No	1	NOL11CF	0
6	19:39	20:06	00:27		No	1	NOL11CF	16
7	20:06	20:59	00:53		No	1	NOL11CF	0
8	20:59	21:01	00:02		Yes	1	NOL11CF	0
9	21:01	21:14	00:13		Yes	1	NOL11CF	8
10	21:14	21:15	00:01		No	1	NOL11CF	1
11	21:15	21:21	00:06	?	CW	1	NOL11CF	0
12	21:21	22:18	00:57		Yes	2	NOL11CF	0

Fig. List of activities.

Click an activity in the list to highlight the position of this activity on the daily chart.

Meaning of symbols: - rest, - drive, - work, - duty, - card removed

ME- manual entry – an event saved by means of a tachograph by a driver in a place of event card removed. It is also an added event or changed in the program.

*Activity marked with: place on a "**ferry/train**" (see: Daily chart 234). Example:*

After clicking the list with the mouse right button menu 239, will be displayed – it is for data managing.

Summary

This window contains a sequence of events from the driver's daily chart.
- drive hours, - working hours, - availability, -stopovers, - card removal times, - km difference, - average speed

No matter how many charts are open (crew chart 241, chart with vehicle data 241) the sum is performed only for the daily chart of the driver displayed at the very top.

Marking

This window is divided into two parts:

- **marked activity** - contains information to activity on the chart actually pointed to with the mouse (rest, driving, work, availability, card withdrawn) or event (card insertion / withdrawal place)
- **marked area** – contains a summary of consecutive events located in the marked area 237.

Violation during continuous drive

It is a window for current control of a driver's working time. Full control of a day from a driver's card is not done on this tab. Only the continuous drive time and breaks during the time are controlled. Full image of compliance with the act is shown only on the control reports.

11.3.3. Tab No 2

In the first window, tab No 2 contains a list of windows that can be activated and deactivated. The tab consists of three windows:

Events and breakdowns

List showing detailed events and breakdowns collected on a given day from a driver's card.

*The error message: "**09:38: time overlap**" is generated by the program. Occurs when activities times are false registered on the card by the tachograph.*

Notes

This field allows to insert notes concerning a given day from a drivers card. These will be stored in the database along with other data about the analyzed day and will be typed in this window

when attempting to open the day in the future.

You may add an annotation text to the vocabulary by pressing the button: ,You may pick it up from there for another day from the driver's card or for tachograph disc.

The text entered within this window appears on the activity printout 250 as well.

Location

Locations (places) are read from the card and shown on the second tab of the driver's card daily visualization (see the figure below).

Every location contains the following information:

- record type:
  - card insertion, card removal (including changing the country),
  - beginning – manual entry, end - manual entry,
  - beginning - tachograph, end - tachograph (beginning and end of activities recorded by tachograph),
- date and time of the record,
- mileage counter status,
- country.

Locations where a card was inserted and removed are indicated on the driver's daily chart.

In addition, a report evoked from the daily visualization is available (see Fig. bellow), on which the user can select a range of dates for which a printout with locations read out from the driver's card will be generated.

The default driver set in the printout generating window is the same as that in the card's window, and the mentioned dates are set as 2 weeks back and 2 weeks forward.

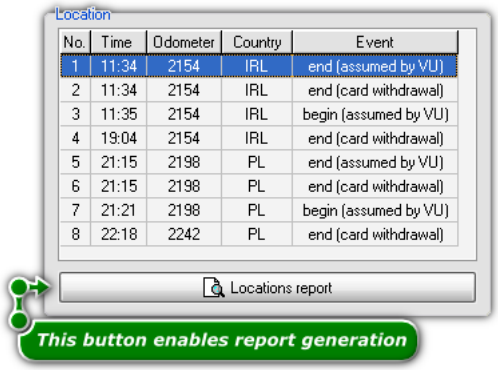

Location
No. Time Odometer Country Event
1 11:34 2154 IRL end (assumed by VU)
2 11:34 2154 IRL end (card withdrawal)
3 11:35 2154 IRL begin (assumed by VU)
4 19:04 2154 IRL end (card withdrawal)
5 21:15 2198 PL end (assumed by VU)
6 21:15 2198 PL end (card withdrawal)
7 21:21 2198 PL begin (assumed by VU)
8 22:18 2242 PL end (card withdrawal)
Locations report
This button enables report generation

Fig. Presentation of "Location".

11.3.4. Tab No 3

Tab No 3 consists of two windows:

List of activities

It contains the events one by one, from the first one registered in the card on that day to the last one, keeping the colors of tacho discs. Subsequent lines are arranged according to the time of occurrence. It is the same list of activities as the one shown in the first tab (see: Tab no 1 243

).

The list of activities in this tab enables adding a few routes in one day of the driver's card (see: the topic below).

List of routes

It contains routes attributed to evens of a given day.

Routes can be added in two ways:

- If the entire day constitutes a recording from **one route**, it is enough to press the button One route (Fig. bellow) under the list of routes and then all events from the day will be automatically attributed to one route;

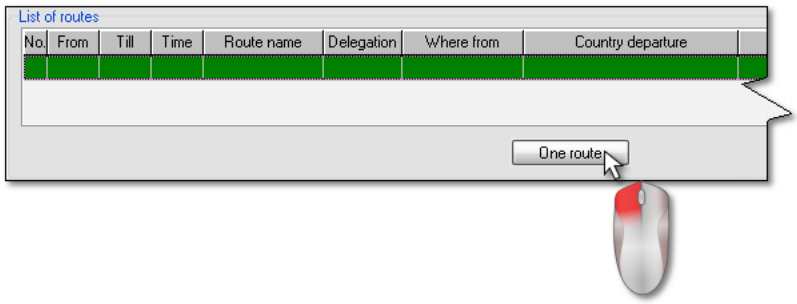


Fig. Adding one route for the entire disk.

- If a day contains several routes, then one needs to create each route separately. First you need to indicate particular events concerning the first route. This can be done in two ways: either press and hold the mouse left button on the first event and then move the mouse cursor down to the last event (item 1 - Fig. bellow), or choose the first event and then hold the button Shift and click the mouse left button on the last event pertaining to this route. Then in the area of "**List of events**" click the right button (item 2) and, from the drop-down menu, choose: "**Add a route**" (item 3).

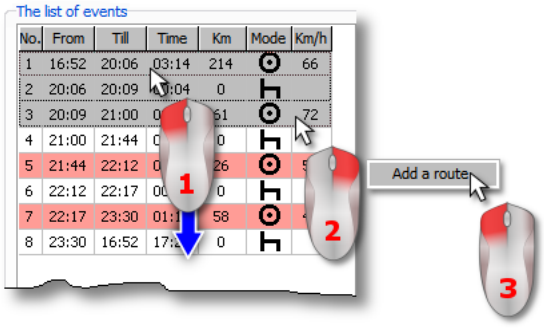


Fig. Adding a route consisting of several events.

*The message "**The routes must not overlap**" means that you tried to create a new route with activities already assigned to other route.*

Routes are deleted by clicking the mouse right button on a given route and choosing the option "**Delete the route**" from the drop-down menu.

11.3.5. Tab No 4

Tab consist of couple windows:

List of activities

Contains events arranged in order, from the first one that was registered on the card that day to the last one, and preserves the colours from tacho discs. Consecutive lines are arranged according to the time of occurrence. This is the same list of activities as the one shown on the first tab (see: Tab no 1 243).

Overview (driver)

In this window consecutive events from the driver's daily chart are summed:
- driving hours, - work hours, - availability hours, -stopover hours, - removed card hours, - kilometres made, - average speed

Regardless of the number of opened charts (Team visualization 241, Visualization with a tachograph 241) the events from the driver's daily chart that is on top are summed.

List of codriver's activities

Contains co-driver's card events arranged in order. Events are displayed from the first one that was registered on the card that day to the last one, and the colours from tacho discs are preserved. Consecutive lines are arranged according to the time of occurrence. This is an activity list similar to the one shown on the first tab (refer to: Tab no 1 243).

Overview (codriver)

In this window consecutive events from the co-driver's daily chart are summed:
- driving hours, - work hours, - availability hours, -stopover hours, - removed card hours, - kilometres made,

Regardless of the number of opened charts Team visualization 241, Visualization with a tachograph 241 the events from the team's driver daily chart, i.e., the second from the top, are summed.

Sum of the team

This column sums driving events and kilometres made for both drivers. In the last line the average speed of the vehicle is given.

11.3.6. Tab No 5

In the first window, tab No 5 contains a list of windows that can be activated and deactivated. The tab consists of three windows:

The tab appears only when the vehicle data for this day are saved to database, after click on: S1 *and / or* S2 .

- **List of activities (of the first driver)** - contains a sequence of events 243.
- **List of events from the tachograph - slot 1**,
- **List of events from the tachograph - slot 2**,

11.3.7. Certificates

Press the button Certificates to open a signature verifier window for both digital driver and vehicle data files.

*The window "**Digital readings verifier**" shows by default the signature verification for the current digital data file (for the currently displayed time line).*

Press Test digital readings' file, select the file for check and press: Open.

After that an information to the signature validity will appear in the field below.

Refer to the text below for detailed information to the respective positions and fields within the signature verification window. Mind that the structure of the information for driver data varies from the same for vehicle data:

Driver card

The driver card data contain two certificates, which validity is checked upon each download.

The check is performed by computing the checksums for the data files downloaded from the driver's card (or saved onto the hard drive) and comparing them with the checksums computed by the card processor.

Repeat the download from the driver card when one of the signatures is invalid.
Download files with invalid signatures are useless even if saved onto the hard disc!!!

After opening and decoding the certificate, particular digital signatures of files on the card are being checked.

An example of a correct verification of digital signatures:

```
Application identification: OK
Card Certificate: OK
CA Certificate: OK
Identification : OK
Events Data : OK
Faults Data : OK
Driver Activity data : OK
Vehicles Used : OK
Places : OK
Specific conditions : OK
Control Activity Data : OK

Certificate contents:

European Key:
Key number : 00

Issuing authority:
Certificate type : Certification
Authority
End of validity : 2013-02-24
00:00:00
Issued by : European Community
Country : Poland
Key serial number : 00

Certificate contents:
CAR : FD45432000FFFF01
CHA : FF544143484F00
CHR : 28504C2000FFFF01
```

```
Driver card certificate:
European key:
Key number : 00

Issuing authority:
Certificate type : Driver Card
End of validity : 2011-08-24
23:59:59
Issued by : Poland
Key serial number : 08

Certificate number:
CAR : 28504C2000FFFF01
CHA : FF544143484F01
CHR : 1000273E08068081
```

Explanation to particular sections:

- **Application Identification** (Application_Identification) – information concerning identification of application on the card,
- **Card certificate** (EF Card_Certificate) - certificate of card's public key,
- **CA certificate** (EF CA_Certificate) - certificate of the certification authority,
- **Identification** (ID) - information containing identification details of a card (card no., name and surname of driver, etc.)
- **Events** (Events_Data) - information containing annotated events (card withdrawal, driving without card, etc.)
- **Faults** (Faults_Data) - information about detected faults (power supply interruption, etc.)
- **Driver activities** (Driver_Activity_Data) - information to performed activities by the driver (driving, rest, etc.)
- **Vehicles** (Vehicles_Used) - information to vehicles driven by this driver (reg. no., etc.),
- **Places** (Places) - information where the daily work periods begin and/or end work (country, time, etc.)
- **Specific conditions** (Specific_Conditions) - ferry/train (manual input of the driver)
- **Control activity data** (Control_Activity_Data) - information concerning carried out inspections.

Digital tachograph

The vehicle data files contain two certificates, which validity is checked upon each download.

The check is performed by computing the checksums for the data files downloaded from the driver's card (or saved onto the hard drive) and comparing them with the checksums computed by the tachograph processor.

Repeat the download from the tachograph when one of the signatures is invalid.
Download files with invalid signatures are useless even if saved onto the hard disc!!!

After that an information to the signature validity will appear in the field below.

An example of a correct verification of digital signatures:

```
Overview: OK
Driver Activity Data 2006-11-12: OK
Driver Activity Data 2006-11-13: OK
```

```
Driver Activity Data 2006-11-15: OK
Driver Activity Data 2006-11-16: OK
Driver Activity Data 2006-11-17: OK
Driver Activity Data 2006-11-20: OK
Driver Activity Data 2006-11-21: OK
Driver Activity Data 2006-11-22: OK
Driver Activity Data 2006-11-23: OK
Driver Activity Data 2006-11-24: OK
Driver Activity Data 2006-11-25: OK
Driver Activity Data 2006-11-26: OK
Driver Activity Data 2006-11-27: OK
Driver Activity Data 2006-11-28: OK
Driver Activity Data 2006-11-29: OK
Driver Activity Data 2006-11-30: OK
Driver Activity Data 2006-12-01: OK
Driver Activity Data 2006-12-02: OK
Events and faults: OK
Speed: OK
Technical data: OK
-----------------------------------------

Certificate contents:

European key:
Key serial number : 00

-----------------------------------------
Issuing authority:
Certificate type : Certification Authority
End of validity : not defined
Issued by : European Community
Country : Sweden
Key number : 01

Certificate contents:
CAR : FD45432000FFFF01
CHA : FF544143484F00
CHR : 2C53202001FFFF01

-----------------------------------------

Certificate contents:
Certificate type : Vehicle
End of validity : not defined
Issued by : Sweden
Key number : 01

Certificate contents:
CAR : 2C53202001FFFF01
CHA : FF544143484F06
CHR : 00002F00010606A2
```

Explanation to particular sections:

- **Overview** - information concerning tachograph identification,
- **Activities** - driver activities of a specified date (driving, rest, etc.),
- **Events and faults** - information about registered events and faults (card withdrawal, current supply interruption, etc.),
- **Speed** - details about speed,
- **Technical data** - technical data about the tachograph.

11.3.8. Print activities

The button

is used to display driver's card day preview with the following marked:

- a line chart with a legend,

- the list of events,
- the list of offences - provided that offences occurred and the "Driver's offences 199" report was generated before,
- the hours of driver's card withdrawal and insertion - provided that they occurred and digital tachograph reading of a given day was downloaded to the program,
- annotations.

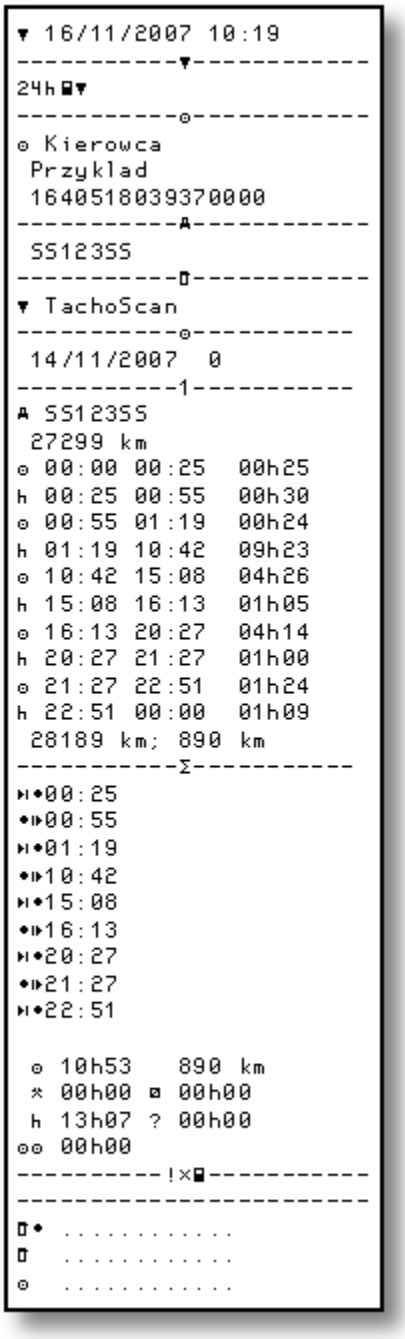
11.3.9. Print pictograms

Press

to create a simulation of the digital tachograph printout. This particular button launches the "**card daily printout**".

This function is very supportive to compare the tachograph data with the evaluation performed on this data within the module TachoScan.

Example



Meaning of the pictograms

People:

	Company (company personnel)
	Controller (authority)
	Driver
	Workshop personnel
	Manufacturer

Actions:

	Control
	Driver
	Inspection/calibration

Modes of operation:

	Company mode
	Control mode
	Operational mode
	Calibration mode

Activities:

	Available
	Driving
	Rest
	Work
	Break
	Unknown

Duration:

	Current availability period
	Continuous driving time
	Current rest period
	Current work period
	Cumulative break time

Specific conditions:

OUT	Out of scope
	Ferry/train crossing

Equipment:

1	Driver slot
2	Co-driver slot
	Card
	Clock
	Display
	External storage
	Power supply
	Printer/printout
	Paper

	Sensor
	Tyre size
	Vehicle/ Vehicle unit

Functions:

	Displaying
	Downloading
	Printing

Qualifiers:

	Daily
	Weekly
	Two weeks
	From or to

Miscellaneous:

	Events
	Faults
	Start of daily work period
	End of daily work period
	Location
	Manual entry of driver activities
	Security
	Speed
	Time
	Total/ summary
	Processing, please wait
	Case opened
	Lock

Cards:

	Company card
	Control card
	Driver card
	Workshop card
	No card

Driving:

	Crew driving

	Driving time for one week
	Driving time for two weeks

Printouts:

	Driver activities from card daily printout
	Driver activities from VU daily printout
	Events and faults from card printout
	Events and faults from VU printout
	Technical data printout
	Over speeding printout

Events:

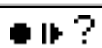
	Insertion of a non valid card
	Card conflict
	Time overlap
	Driving without an appropriate card
	Card insertion while driving
	Last card session not correctly closed
	Over speeding
	Power supply interruption
	Motion data error
	Security breach
	Time adjustment (by workshop)
	Over speeding control

Faults:

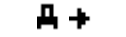
	Card fault (driver slot 1)
	Card fault (driver slot 2)
	Display fault
	Downloading fault
	Printer fault
	Sensor fault
	VU internal fault

Manual entries procedure:

	Still same daily work period?
	End of previous work period?
	Confirm or enter location of end of work period

	Enter start time
	Enter location of start of work period

Miscellaneous:

	Control place
	Location start of daily work period
	Location end of daily work period
	From time
	To time
	From vehicle
	Out of scope begin
	Out of scope end

11.4. Analysis window for a digital tachograph

Elements of "**analysis window for a digital tachograph**":

11.4.1. General information and technical data

The tab "**General information and technical data**" contains four windows:

- Vehicle's data,
- Tachograph's data,
- Range of data,
- Data concerning calibration – this window also shows the next date for calibration.

*Number of dates in the field "**Choose calibration as per date:**" depends on the number of calibrations performed during a given period.*

Using the button: print preview 104 of data contained in this tab is triggered.

Pushing the button: opens the window analysis of correctness of digital signatures 248

.

11.4.2. Activities with a specified date

This tab contains a list of days that are saved in the tachograph for a given range of dates. Each day can contain the following data:

- date – using the buttons: and located next do the date we can change dates of collected days,
- button: - is for simulation of data printout by means of a digital tachograph (see: Print pictograms 251),
- meter indication at the end of a day,
- vehicle's registration number,
- places – this window shows "**km meter**" and "**Country and region**", depending on the chosen hour (time of inserting and removing a card),

A digital tachograph saves meter indication only when a card is inserted or removed plus at 24:00 UTC time 270.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248.

Other elements of the tab:

11.4.2.1. Marking

Regardless of the type of the lower tab, the window "**Activities with a specified date**" contains daily charts from slot No 1 and slot No 2. If data from the driver's card have been collected or a disk for a given day has been scanned then, additionally, the chart will be visible "Comparison with data from a card or a disk".

Tab contents:

Driver (slot 1)

First visualization (Fig. bellow) is a daily chart of all events (especially drive-related ones) saved by the tachograph at slot No 1, regardless of whether the driver's card was inserted or not.

Marking of the events is the same as in daily visualization 234 from a driver's card.

If on a given day a driver's card has been inserted in the slot no. 1, then information about this will be shown in the window "**Selected activity**" (Fig. bellow).

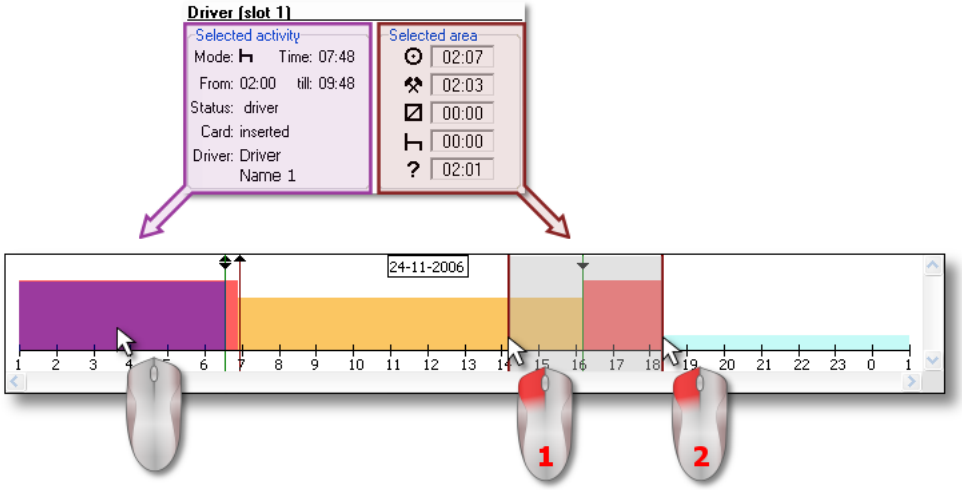


Fig. First chart.

Codriver (slot 2)

Second visualization (Fig. bellow) similarly as the first one, is a daily chart of all events saved in slot No 2 (helper), however the tachograph in this slot does not register drive events. The main task of slot No 2 is to register events other than the drive – helper (team drive 269).

If on a given day a driver's card was inserted into slot No 2 then in the marking 257 window information concerning the helper (slot No 2) will appear.

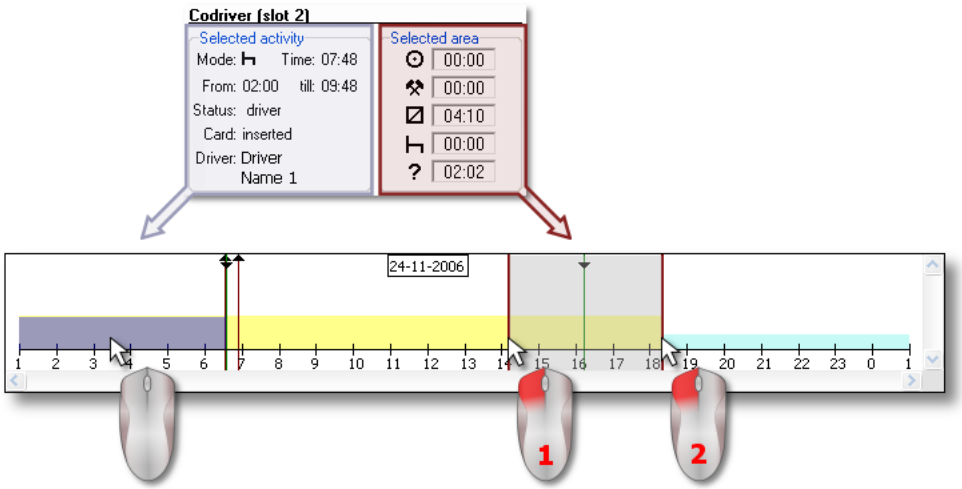


Fig. Second chart.

Markings of inserting and removing a card

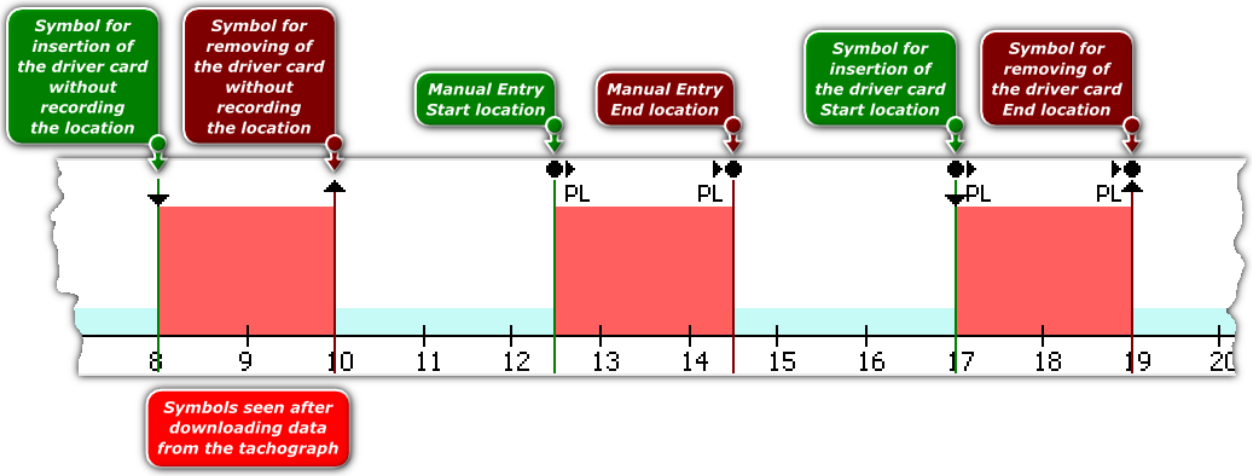


Fig. Markings of inserting and removing a card.

For the first and second chart marking showing inserting and removing of a card are shown (Fig. above).

Driver card

Third visualization (Fig. bellow) is a driver's daily chart from a disk or a card.

It is visible only when a reading from a driver's card is done for a given day or the disk is scanned.

After placing the mouse cursor on any event on the chart in the marking 257 window, information will be displayed.

If the option "**only the current vehicle**" (item 2 - Fig. bellow) is indicated, then in the field "**Choose a driver from the list**" (item 1) drivers who drove a given car on that day will be visible. If the option is unmarked then in the field "**Choose a driver from the list**" all drivers who have any recordings from that day will be visible.

Using the button Edit (item 3 - Fig. bellow) proceed to the edition window 234 of a given daily chart of a driver.

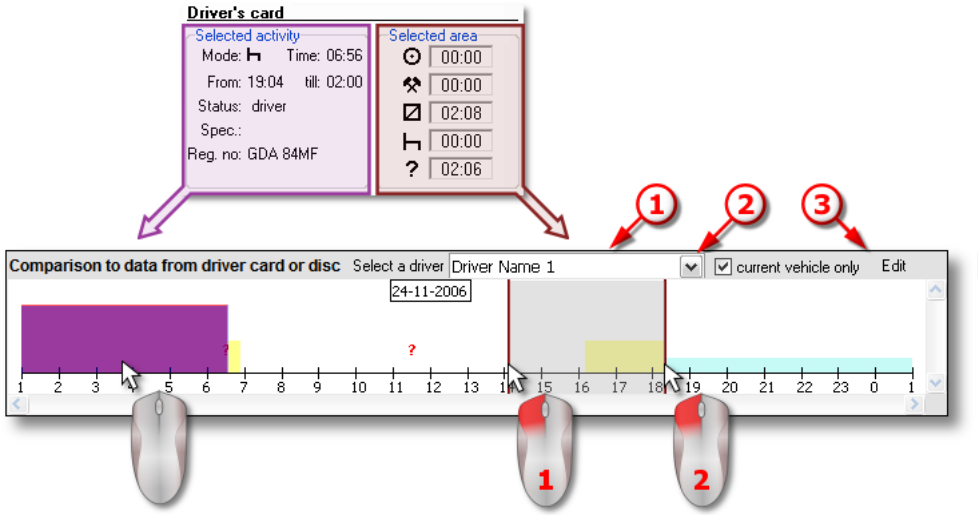


Fig. Third chart.

The possibility of enlarging charts when previewing them is quite useful and can be taken advantage of by using this button: it is located right of the chart (Fig. above). Using the button we can reduce the chart and the button causes that its size becomes default again.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248 .

11.4.2.2. Driver (slot 1)

This tab consists of two windows:

Inserting / removing a card

Depending on the chosen hour of inserting the card to the **slot no. 1** in the tachograph, the window shows information about the driver, card number, date, hour and the km counter of card insertion/ withdrawal.

*If on a given day no card was inserted into **slot No 1** this window will not show any information in the tachograph.*

List of events

It contains a sequence of events (Fig. bellow), from the first registered by the tachograph on a given day to the last one; colors of the tacho disk are kept unchanged. Consecutive lines are arranged as per the time they occurred.

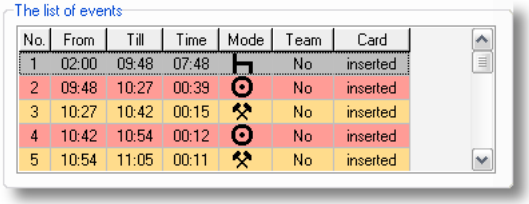

The list of events
No. From Till Time Mode Team Card
1 02:00 09:48 07:48 No inserted
2 09:48 10:27 00:39 No inserted
3 10:27 10:42 00:15 No inserted
4 10:42 10:54 00:12 No inserted
5 10:54 11:05 00:11 No inserted

Fig. List of events.

After clicking a given event from the list, the chart bar corresponding to it will be illuminated thus showing the position of the event on the first visualization 257.

Meaning of symbols - rest, - drive, - work, - duty,

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248

.

11.4.2.3. Co-driver (slot 2)

This tab consists of two windows:

Inserting / removing a card

Depending on the chosen hour of inserting the card to the **slot no. 2** in the tachograph, the window shows information about the driver, card number, date, hour and the km counter of card insertion/ withdrawal.

*If on a given day no card was inserted into **slot No 2** this window will not show any information in the tachograph.*

List of events

It contains a sequence of events (Fig. bellow), from the first registered by the tachograph on a given day to the last one; colors of the tacho disk are kept unchanged. Consecutive lines are arranged as per the time they occurred.

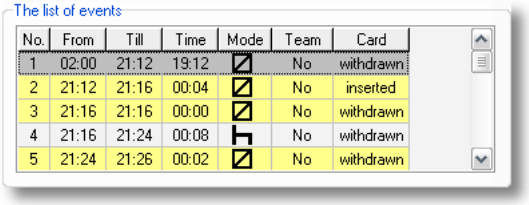

The list of events
No. From Till Time Mode Team Card
1 02:00 21:12 19:12 No withdrawn
2 21:12 21:16 00:04 No inserted
3 21:16 21:16 00:00 No withdrawn
4 21:16 21:24 00:08 No withdrawn
5 21:24 21:26 00:02 No withdrawn

Fig. List of events.

After clicking a given event from the list, the chart bar corresponding to it will be illuminated thus showing the position of the event on the chart.
*Drive-related events are not registered in **slot No 2**.*

Meaning of symbols: - rest, , - work, - duty

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248

.

11.4.3. Events and failures

Tab contains a list of prohibited actions related to the tachograph or driver's card and other problems concerning the device as well as exceeding the speed limit (Fig. bellow).

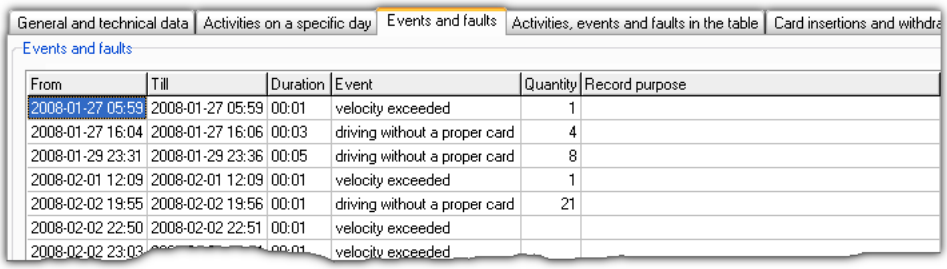


Fig. List of events and faults – example.

Double-click on the selected event/failure to go to the: "Activities on a specific day 256" tab and open the day in which the event/failure occurred from the card.

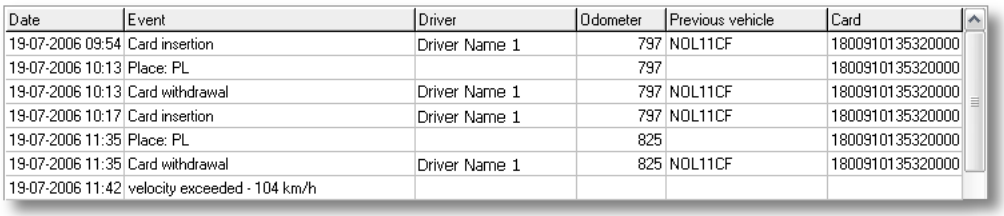
Using the button: Report print preview 104 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248

.

11.4.4. Activities, events and failures in the table

This tab shows the list of all events and activities (if filters are turned off) in the form of a table. Owing to this it is possible to segregate, filter and print the list (Fig. bellow).



Date	Event	Driver	Odometer	Previous vehicle	Card
19-07-2006 09:54	Card insertion	Driver Name 1	797	NOL11CF	1800910135320000
19-07-2006 10:13	Place: PL		797		1800910135320000
19-07-2006 10:13	Card withdrawal	Driver Name 1	797	NOL11CF	1800910135320000
19-07-2006 10:17	Card insertion	Driver Name 1	797	NOL11CF	1800910135320000
19-07-2006 11:35	Place: PL		825		1800910135320000
19-07-2006 11:35	Card withdrawal	Driver Name 1	825	NOL11CF	1800910135320000
19-07-2006 11:42	velocity exceeded - 104 km/h				

Fig. List of events.

Clicking the column title causes that positions are sorted as per data contained in the given column. Clicking again will cause the positions to be arranged in a different order.

*If a name on the column is "**cut**" the column can be broadened by keeping the mouse left button pressed on the line between the table's column and then moving the mouse cursor right.*

On the right there are four filters which allow to select events that are to be put on the list. Each of the filters is turned off by default (the field "**all**" is indicated). In order to activate a given filter, remove "**all**" from its field indication and then choose which event is not to be filtered in order to be put on the list.

Filters type

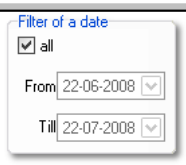
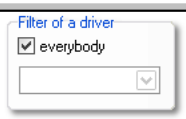
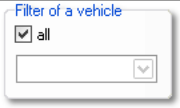
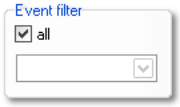


Fig. Date filter.

When activated, only those events which are within specified time intervals will be displayed.

 *Fig. Driver filter.*	When activated, only those events which were registered for a given driver will be displayed.
 *Fig. Vehicle filter.*	When activated, only those events which are related to a given vehicle will be displayed.
 *Fig. Events filter.*	When activated only one type of events will be displayed.

If no event is visible on the list, make sure whether filter settings are correct.

The button Printout (>>) is for simulation of data printout by means of a digital tachograph. Symbols description is included here: Printing pictograms 251,

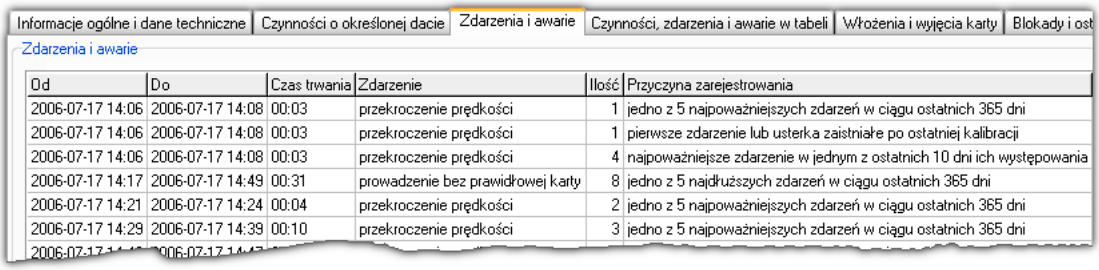
Using the button: Report print preview 104 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248

.

11.4.5. Card insertion and withdrawals

The tab contains a list, as the name suggests, of the insertions, and removals of the driver card from the tachograph slots (Fig. bellow). In comparison to the previous tab, the list also has information on the country code and the slot number, from/to which the card was inserted/removed.


Informacje ogólne i dane techniczne
Czynności o określonej dacie
Zdarzenia i awarie
Czynności, zdarzenia i awarie w tabeli
Włożenia i wyjęcia karty
Blokady i ost
Zdarzenia i awarie

Od	Do	Czas trwania	Zdarzenie	Ilość	Przyczyna zarejestrowania
2006-07-17 14:06	2006-07-17 14:08	00:03	przekroczenie prędkości	1	jedno z 5 najpoważniejszych zdarzeń w ciągu ostatnich 365 dni
2006-07-17 14:06	2006-07-17 14:08	00:03	przekroczenie prędkości	1	pierwsze zdarzenie lub usterka zaistniałe po ostatniej kalibracji
2006-07-17 14:06	2006-07-17 14:08	00:03	przekroczenie prędkości	4	najpoważniejsze zdarzenie w jednym z ostatnich 10 dni ich występowania
2006-07-17 14:17	2006-07-17 14:49	00:31	prowadzenie bez prawidłowej karty	8	jedno z 5 najdłuższych zdarzeń w ciągu ostatnich 365 dni
2006-07-17 14:21	2006-07-17 14:24	00:04	przekroczenie prędkości	2	jedno z 5 najpoważniejszych zdarzeń w ciągu ostatnich 365 dni
2006-07-17 14:29	2006-07-17 14:39	00:10	przekroczenie prędkości	3	jedno z 5 najpoważniejszych zdarzeń w ciągu ostatnich 365 dni

Fig. Simple list of insertions and withdrawals card.

There are four filters on the right side of the list, allowing selection of events to be included on the list. Each filter is disabled by default (the "**all**" box is checked). To activate the selected filter, remove the checkmark from the "**all**", box, then choose which event the given filter should display in the list.

Using the button: Report print preview 104 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248

.

11.4.6. Company locks and last download

This tab presents a list of company locks applied using the company card on the tachograph. In the top part of the window, card data is displayed for the card using which the last tachograph data download was completed.

Using the button: Report print preview 104 of data contained in this tab is triggered.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248 .

11.4.7. Speed chart

The chart is visible only for data collected from the source file (see: the command Open 145) or peripherals (see: the command From device 149), under the condition that when collecting data from a tachograph the option of reading detailed data speed was active.

Tachograph memorizes speed-relating data only for the last 24 hours and with the frequency of one second.

By default the program shows a chart from the entire 24 hours of drive. By means of tools located above the chart it can be scaled, moved, printed, etc.

Chart toolbar

The tools include:

- - enlarging the chart by 10%,
- - decreasing the chart by 10%,
- - enlarging given area,
- - activates moving of the chart,
- - automatically resets the chart dimensions into default ones in both axes,
- - automatically resets the chart dimensions into default ones in the horizontal axis,
- - automatically resets the chart dimensions into default ones in the vertical axis,
- - allows to save the chart to a file with the "**bmp**", "**png**" or "**jpg**" extension,
- - opens a chart print preview window,
- - moves the date back by one day,
- - moves the date forward by one day,
- - the field of choosing a date of a day included in the range of read speeds,
- Go to ____-__-__ __:__ (yyyy-MM-dd hh:m - If you enter the precise time (date and time) in this field, the program will center the chart around the time and will broaden the chart to 10-minute span.
  (5 minutes before and 5 minutes after the entered time)

Additional options

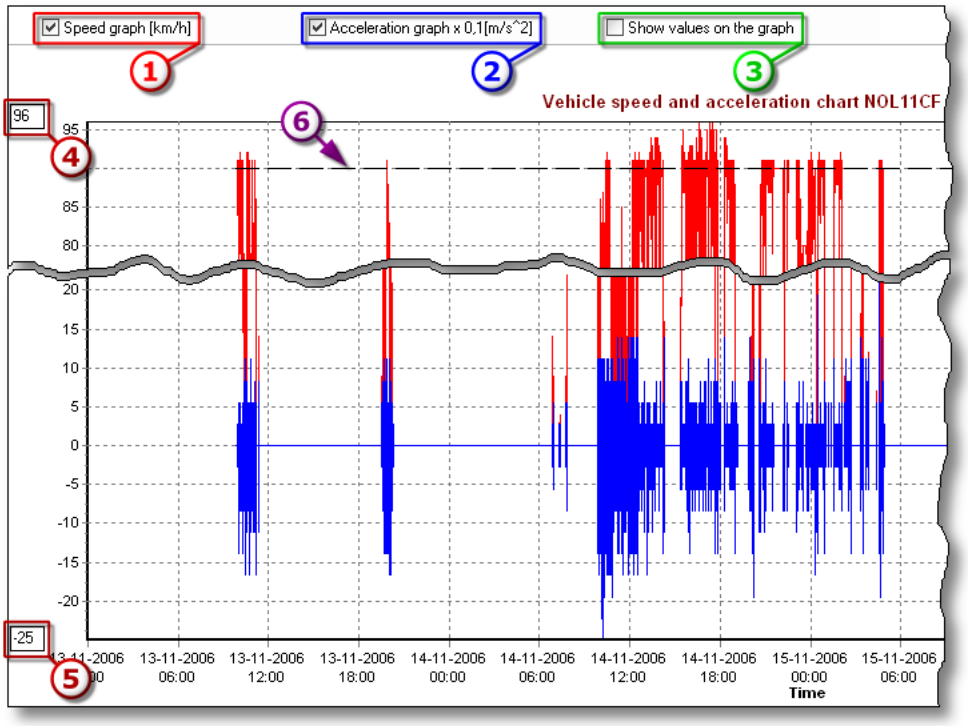


Fig. The acceleration and speed chart window.

Options description:

- (item 1 - Fig. above) - with this option you can enable or disable displaying the speed chart.
- (item 2) - with this option you can enable or disable displaying the acceleration and speed chart.
- (item 3) - displays the value of each peak in the graph,
- (item 4) - You can enter the value of upper speed limit – the chart will be displayed up to the entered value.
- (item 5) - You can enter the value of lower speed limit – the chart will be displayed starting from the entered value.
- (item 6) - The dashed line represents the authorized speed.

Fig. bellow shows two enlarged charts. You can precisely define acceleration or speed for a given point in the chart. In order to do so, point out the required position with the mouse – the program will display a box with the information pertaining to the position.

The possibility to preview the value in the required position by pointing it with mouse exists for both charts (speed and acceleration).

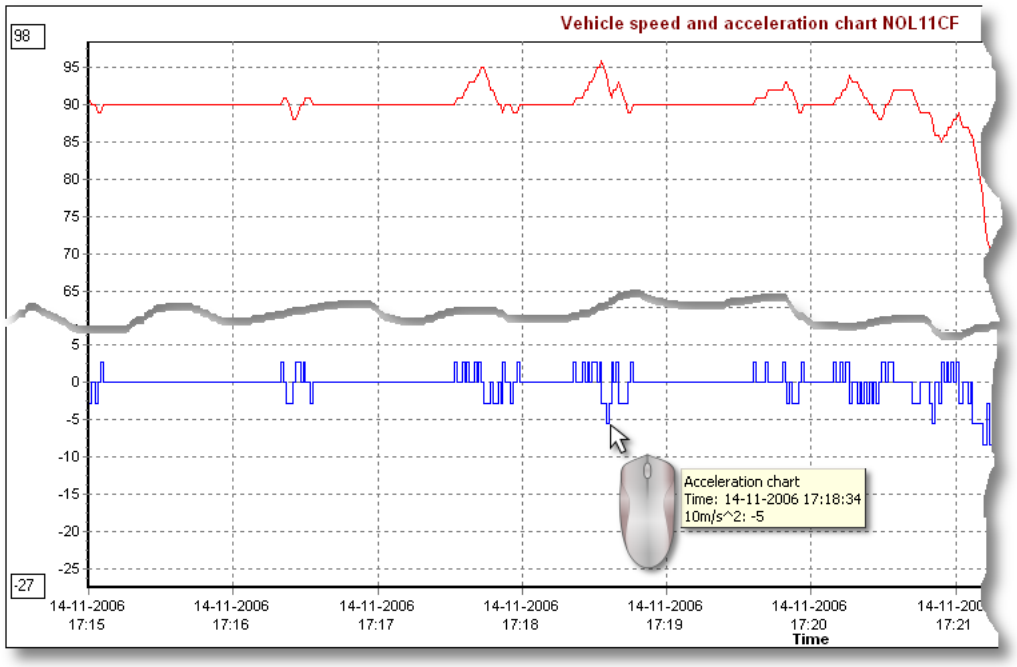


Fig. Enlarged speed and acceleration charts.

Pushing the button: Certificates opens the window analysis of correctness of digital signatures 248 .

11.5. Interpretation of particular cases

This topic describes how the program interprets some regulations (for a number of particular cases):

11.5.1. A day with two daily rests

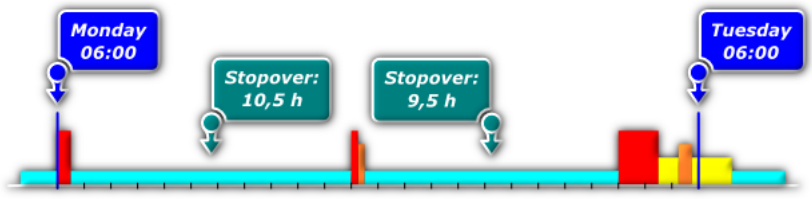
Interpretation for a day, in which two daily rests occurred within 24 hours is as follows:

*The case of a day, during which **two regular daily rests** occur within 24 hours, is the exception to the interpretation.*

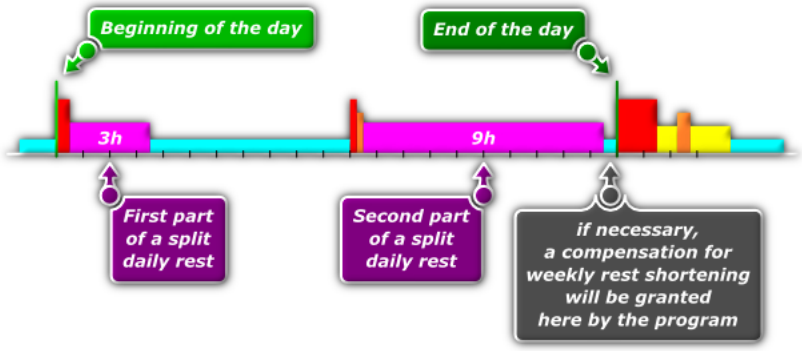
case A: first - SHORTENED, second - SHORTENED

1. "**O1**" First rest SHORTENED:
   9h ≤ **O1** < 11h
2. "**O2**" Second rest SHORTENED:
   9h ≤ **O2** < 11h

An example of a day for which the foregoing conditions are met:



After the interpretation is made by the program:

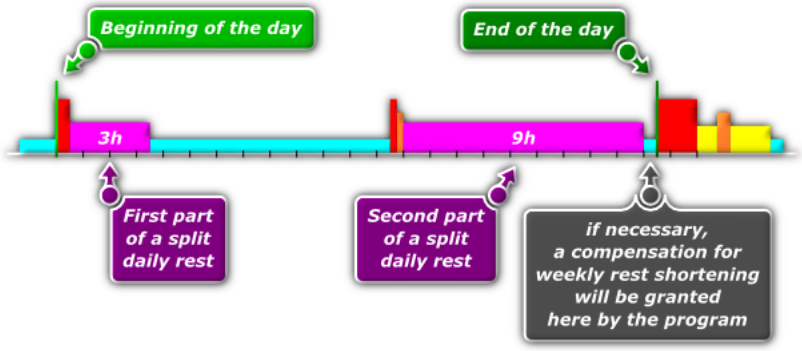

Beginning of the day
End of the day
3h
9h
First part of a split daily rest
Second part of a split daily rest
if necessary, a compensation for weekly rest shortening will be granted here by the program

case B: first - REGULAR, second - SHORTENED

1. "**O1**" First rest REGULAR:
   O1 ≥ 11h
2. "**O2**" Second rest SHORTENED:
   9h ≤ **O2** < 11h

An example of a day for which the foregoing conditions are met:

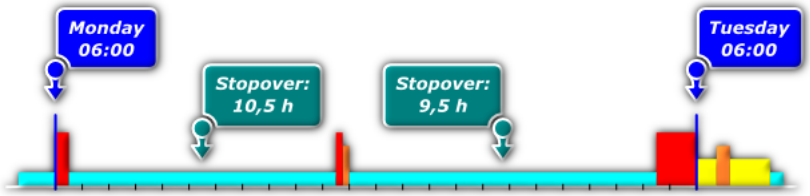
After the interpretation is made by the program:


Beginning of the day
End of the day
3h
9h
First part of a split daily rest
Second part of a split daily rest
if necessary, a compensation for weekly rest shortening will be granted here by the program

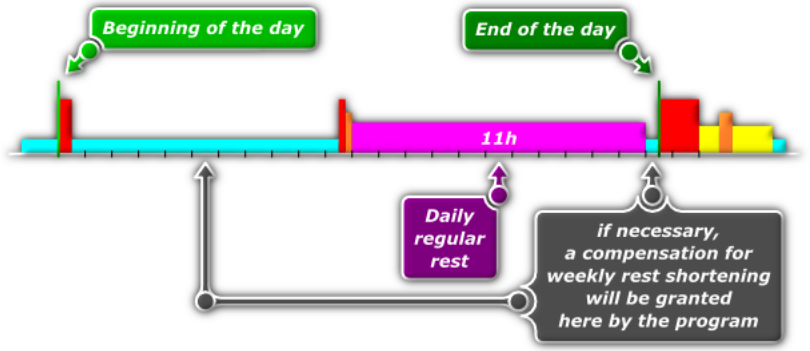
case C: first - SHORTENED, second - REGULAR

1. "**O1**" First rest SHORTENED:
   9h ≤ **O1** < 11h
2. "**O2**" Second rest REGULAR:
   O2 ≥ 11h

An example of a day for which the foregoing conditions are met:



After the interpretation is made by the program:



11.5.2. Weekly rest and compensation

1. All stopovers that last longer than 45 h are treated as regular rests.
2. According to Art. 8 par. 6 of Regulation (EC) No. 561/2006, the program looks for optimal reduced rests longer than 24 h and shorter than 45 h (at least 1 regular weekly rest and 1 reduced weekly rest in any two consecutive weeks are required, and the next weekly rest that shall start no later than at the end of six 24-hour periods from the end of the previous weekly rest period is also required).
3. According to Art. 8 par. 6 of Regulation (EC) No. 561/2006, every reduced weekly rest (shorter than 45 hours) shall be compensated. The rule does not apply to the rests shorter than 45 hours marked as regular ones – in such a case an offence is generated due to the reduction of required regular weekly rest.
4. If a regular rest or a reduced rest cannot be defined in compliance with the requirements set forth above in item 2., the program defines optimal rests shorter than 24 hours.
5. If during two consecutive weeks there were one regular weekly rest and one reduced weekly rest, the latter shorter than 24 hours, the program imposes a penalty due to reduction of the rest to 24 hours and requires an en bloc compensation of the whole period to 45 hours. If the compensation is not taken, a penalty is imposed due to reduction of the rest to 45 hours.

If the rest lasted 19 hours, the program imposes a penalty for 5-hour reduction and requires 26-hour compensation. If the compensation is not taken, a penalty is imposed due to reduction by 26 hours.

6. If during two consecutive weeks two reduced rests occur, the program – basing on Art. 8 par. 6 – treats the longer rest as a regular one (45 hours) and imposes a penalty due to making the regular rest shorter, the penalty being consistent with the penalty tariff applied by road inspection units.

The analysis of weekly rests is much influenced by the options:
- Require all reduced weekly rests to be compensated,
- Compensation has to be ended till the end of the third week,

(see: "Settings ->Tolerance 140")

12. Supplementary information

12.1. TachoScan Module

12.1.1. Report as per disk's dates

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 136.

12.1.2. Report as per disk's dates - analytical

This type of report is generated for a report as per disk's dates and contains **additional** columns (information) for the given type of a report.

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 136.

12.1.3. Report as per disk's dates - summary

This type of report is generated for a report as per disk's dates and contains **basic** columns (information) for the given type of a report.

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 136.

12.1.4. Report as per disk's dates with breaks included

This type of report is generated for a report as per disk's dates and contains **basic** columns (information) for the given type of a report.

This report calculates the time from the first event (apart from stopovers) till the last event (apart from stopovers) on the disk and shows this time as a **working time**, regardless of what events occurred in between.

When generating a report all events present on a disk/day collected from a driver's card are taken into account, regardless of the time when they occurred. For instance, for a disk or a day from a driver's card as of 05.12.2002 all events are treated as if they occurred on 05.12.2002, despite the

fact one of them could have occurred before midnight and the next one already after midnight.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 136.

12.1.5. Report as per actual dates

When generating the report all events that occurred on a given day are taken into consideration. It means that events that occurred at the turn of the day are divided and attributed to a given date. E.g. if a disk or a day from a driver's card is from 05.12.2002 and contains an event (drive, work, duty) starting before midnight and ending after midnight, it will be divided into two events. The first one ends at 23:59 and the next one begins at 0:00 and lasts till the end of the initial event. The second part of the event is attributed to the next day, i.e. 06.12.2002.

This type of report is also significant for days collected from a driver's card since days differ in relation to UTC time by a value provided in the settings 136.

12.1.6. Team drive

"**Team disks**" – these are drivers' disks from one period and belonging to one vehicle.

"**Team of drivers**" – means two or more drivers traveling on the same route in the same time.

A disk is considered as a team one if the following conditions are met:

- the same vehicle,
- the same date concerning the disk,
- different drivers,
- the same number of initial or final kilometers,
- each disk has to have the "**Team disk**" field indicated (bookmark "Basic data 220" in the disk analysis)
- for days taken from driver's cards non-team-related events (e.g. placing a card into a different slot) must be shorter than those set as ones to be ignored when team verification 141.

12.1.7. Change of size for graphic visualization window

In order to enlarge (or decrease) a window you need to place the mouse on the window's edge until the cursor is changed into ⇳ (Fig. bellow). Then hold the mouse left button and move the edge down (or up) to the required position.

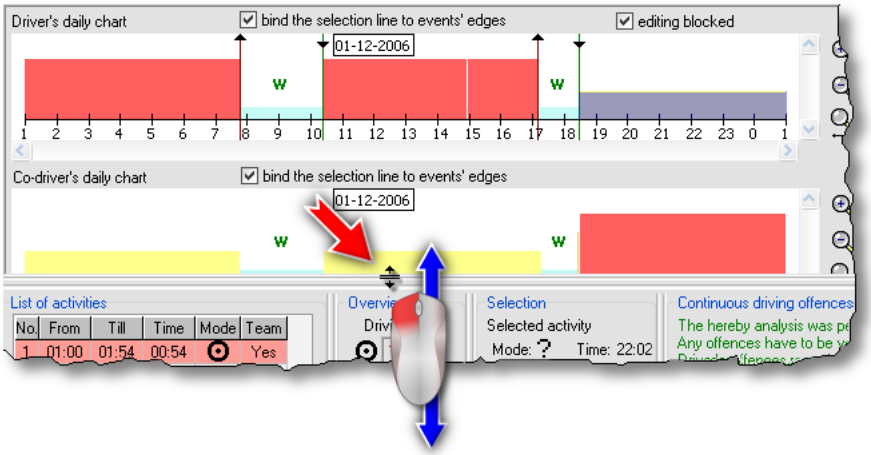


Fig. Changing the size of a window.

12.1.8. UTC time

Coordinated universal time, UTC - standard time set on the basis of TAI (fr. Temps Atomique International), making allowance for the irregularity of the Earth's rotational movement and coordinated in relation to solar time.

Coordinated Universal Time is expressed by means of 24-hours clock and uses the Gregorian calendar. It is used in aviation and sea navigation where it is known under its military name "**Zulu time**". (Zulu in the phonetic alphabet corresponds with the letter "z" which means the zero meridian, i.e. geographical longitude 0, in Greenwich, an English city).

All digital tachographs, regardless of what time is set by the driver, record events as per UTC time.

12.1.9. Downloaded data from driver card and tachograph

12.1.9.1. "Save a new driver" window

The window contains the following options:

1. "**matching drivers found in system**" - this item is marked by default, if the program finds at least one similar driver's name in the database. In such a case, select an appropriate driver in the list below and click LMB on the button OK.

Be careful when selecting a similar driver's name and make sure that the selected driver is correct.

If an incorrect driver's name is selected, cancel or change it into a correct driver card number in the driver editing window (see: "Driver 115"), and then open every incorrect day for edition (see: "List of discs/days from the card 166") and change the driver's name into a correct one.

*Name (names) and surname of the driver is saved in the memory with Latin letters – no Polish fonts. Example: **Żół**ty Piotr **J**ó**z**ef will be saved in the memory as **Zol**ty Piotr J**o**zef.*

In the bracket, next to the driver's surname, there is the company by which he is employed.

2. "**select other driver**" - should be chosen, when other driver's data must be recorded,
3. "**save as new**" - this item is marked by default, when the system fails to find either an identical or similar driver's name in its database.
4. "**save the data since**" - After marking that option one may choose from which date the digital data will be saved in the data base.

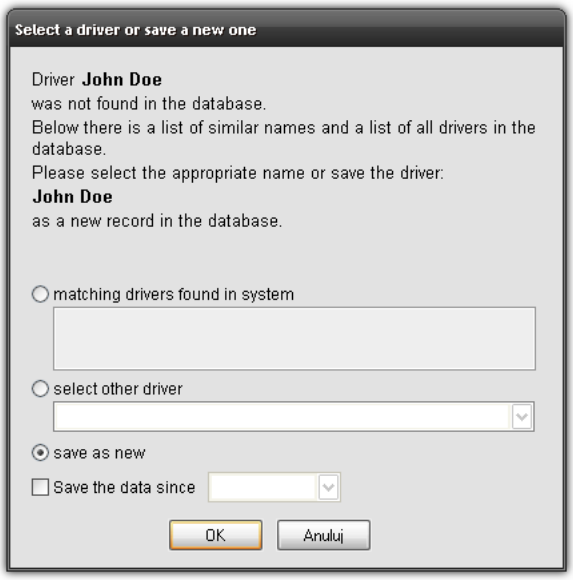

Select a driver or save a new one
Driver John Doe
was not found in the database.
Below there is a list of similar names and a list of all drivers in the database.
Please select the appropriate name or save the driver:
John Doe
as a new record in the database.
matching drivers found in system
select other driver
save as new
Save the data since
OK
Anuluj

Fig. Choosing a driver.

12.1.9.2. "Save a new vehicle" window

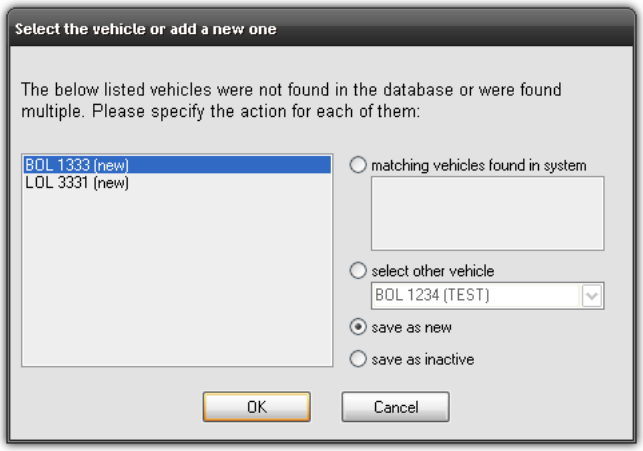

Select the vehicle or add a new one
The below listed vehicles were not found in the database or were found multiple. Please specify the action for each of them:
BOL 1333 (new)
LOL 3331 (new)
matching vehicles found in system
select other vehicle
BOL 1234 (TEST)
save as new
save as inactive
OK
Cancel

Fig. "Select the vehicle or add a new one" window.

The window will display all, not saved beforehand, vehicles found by the program in a given read out. Each vehicle that is displayed in the list should be marked, and a specified action should be assigned to them:

1. "**matching vehicles found in system**" (Fig. above) - this item is marked by default, if the program finds at least one similar vehicle registration number in the database. In such a case, select an appropriate vehicle in the list and click LMB on the button OK.

*Depending of an authorized workshop, the vehicle's registration number inserted during calibration can contain symbols of so-called "**space**" or cannot.*

*For the program the number "**NOL11CF**" (without a space) is different from the number: "**NOL 11CF**" (with a space). This is why, in such situation, when recording a new vehicle into the base, the program will display the number "**NOL 11CF**" as a similar (fig.1)*

If a vehicle's registration number has already been recorded in the database, the program will not display the window for choosing a vehicle again (Fig. above).

2. "**select other vehicle**" - should be chosen, when other vehicle data must be recorded,
3. "**save as new**" - this item is marked by default, when the system fails to find either an identical or similar registration number in its database.

4. "**save as inactive**" - choose it when data concerning driver's activities need to be recorded, and there is no need to record the vehicle at the same time (not our company vehicle).

When choosing a similar registration number be wise and make sure that the given number is correct.
If an incorrect registration number is indicated in the window for choosing a vehicle, you need to remove the link in the edition and vehicle window (see: "vehicle 112"), and then remove all incorrectly inserted days and collect data from the tachograph again.

13. Additional information

13.1. About INELO

INELO Stocerz Sp. J.

ul. Modrzewskiego 20
43-300 Bielsko - Biała
POLAND

e-mail: biuro@inelo.pl
tel.: +48 33 496 58 71
fax.: +48 33 496 58 71 (111)

www.inelo.pl

13.2. Support and service

Should maintenance-related errors or problems occur, please contact the 4Trans TachoScan program service.

INELO Stocerz Sp. J.

SERVICE

e-mail: support@inelo.pl

tel.: +48 33 496 58 71

fax.: +48 33 496 58 71 (111)

www.inelo.pl

13.3. Useful links

4Trans TachoScan developer website:

www.inelo.pl

4Trans website:

www.4trans.com

TachoScan website:

www.tachoscan.com

13.4. Copying the program

Detailed description of licence rights is included in the certificate attached to the program.

Copying and redistributing the program without the consent of INELO 272 shall be treated as an infringement upon the law and license rights.

13.5. Keyboard shortcuts

Keyboard shortcuts are special key combinations triggering program functions attributed to them. If not indicated, they can be used at any time when working with the program.

(the symbol + means that first you need to press and hold the first button then press the second one and, at the same time, release both)

Ctrl + F6, Ctrl + Tab	moving between the program windows
← or →	moving between tabs in a given window

Alt + F4, Alt + X	close program
F1	getting help at any time of the program operation
Ctrl + F	activating the option of text search in the active Help window

13.6. Dictionary

This dictionary contains words and symbols used in this Help section and 4Trans TachoScan program, in alphabetical order.

el_1 -> **el_2**	means subordination of el_2 element in relation to el_1 element, e.g. "**Settings** -> **Program settings**" means the option " **Program settings**", related to "**Settings**" menu.
double-click	quick double-click with the mouse left button on a given element
FAQ	It is an English abbreviation from Frequently Asked Questions.
click "**something**", "**using a key**"	Set the mouse cursor over "**something**", and then press the mouse button and release it immediately. If no button is given it should be assumed that the left one should be used.
drop-down menu	This means menu related to an element of the program which appears after you click it using the mouse right button and disappears when you select the option you like.

INELO
ul. Modrzewskiego 20
43-300 Bielsko-Biała
tel. +48 33 496 58 71
fax. +48 33 496 58 71 (111)
email: biuro@inelo.pl